

**MINUTES**  
**BROOKVILLE BOROUGH COUNCIL MEETING**  
**Tuesday, May 2, 2017 @ 7:00 P.M.**

The Brookville Borough Council met in the large conference room on Tuesday, May 2, 2017 at 7:00 P.M. with the following in attendance:

**COUNCIL MEMBERS**

John Blazosky  
Phil Hynes  
Bill Kutz  
Karen Allgeier  
Dave Ferringer  
Clarinda R. Darr  
Ken King  
Levi Roseman – Arrived @  
7:24 P.M.

**STAFF**

Manager Dana D. Shick  
Mayor Richard Beck  
Police Chief Jason Brown  
Director of Public Works -  
Dave Vallosio  
Zoning/Code/Health Officer -  
Emerson Turnbull  
Recorder Christine Gunning  
Solicitor Jim Dennison  
Engineering Consultant –  
Travis Long

**VISITOR/MEDIA**

Randy Bartley  
Scott Shindledecker  
Matt Triponey  
Michael Allgeier  
Brad Hice  
Ryan Pearsall

**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 (April 18, 2017):**

Member Karen Allgeier moved to approve the minutes of the April 18<sup>th</sup> meeting as submitted; seconded by Member Dave Ferringer. Motion carried 7-0.

**FINANCIAL REPORTS:**

- A. Approval of Expenditures** – The current bills were presented for approval. Member Karen Allgeier moved to approve the bills as submitted; seconded by Member Dave Ferringer. Motion carried 7-0.
- B. 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. Statistics for April** – Police Chief Jason Brown stated in April officers responded to 1,720 calls for service, wrote 98 reports, made 101 traffic contacts, 22 parking violations, filed 3 felony charges, 32 misdemeanor charges, 17 summary charges, and there was 1 mental commital.

- B. Part-time Police Officer Position** – Police Chief Jason Brown stated two of the applicants for the part-time police officer position have been scheduled for interviews. Police Chief Jason Brown stated he will be bringing the results of the interviews to council in the near future.
- C. Park the Phone Campaign** – Police Chief Jason Brown stated the Park the Phone campaign in cooperation with the Brookville Area School District, PennDOT, and IUP is still ongoing. Police Chief Jason Brown stated this program is intended to encourage high school age drivers to refrain from texting while driving.
- D. Visits to Headstart Pre-K Programs** – Police Chief Jason Brown stated last week on Monday and Friday he visited two of the area's Headstart Pre-K programs, one in the Pinecreek Elementary School and one at the YMCA. Police Chief Jason Brown stated he read a book to both classes for literacy week and answered numerous questions.
- E. National Bike Riding Month** - Member Clarinda R. Darr stated May is national bicycle riding month and asked Police Chief Jason Brown if we have ever done a safety class. Police Chief Jason Brown stated no. Police Chief Jason Brown stated the only thing they did recently was helmets were donated to the police station, and the police gave them to cub scout packs that visited the police station. Member Clarinda R. Darr stated maybe a lot of parents and kids do not know that it is a law that at twelve years of age and older kids have to wear a helmet when riding a bike in the commonwealth. Member Clarinda R. Darr stated maybe the media can help get the word out, and maybe someone will contact you. Police Chief Jason Brown stated they would be glad to help any way they can.

**Fire Company –**

- A. Town Sirens** - Brad Hice, President of the Brookville Volunteer Fire Company, stated they are requesting reactivation of the siren for the downtown location. Brad Hice reported there was a call at the Crayon Castle on West Main Street for a vehicle accident. Brad Hice stated they left the station with lights and sirens on, and when they got to Main Street people had no inkling on why they were there. Brad Hice stated the Brookville Volunteer Fire Company would like to turn the downtown siren back on. Brad Hice stated they would like to reduce it to three cycles instead of thirteen. Brad Hice stated he spoke to the director of the 911 center, and he suggested putting a timer on the downtown siren so we could set the timer to shut off at 10:00 P.M. and come back on at 6:00 A.M. Brad Hice stated the Brookville Volunteer Fire Company would like council's permission to do this. President John Blazosky stated and council in general agreed that council would defer to what the Brookville Volunteer Fire Company wants. Brad Hice stated they will leave the Waterford Pike location off for now. Brad Hice stated they are just worried about Main Street. Brad Hice stated they have to contact the center of communications to program the siren. Member Dave Ferring asked how many locations are there downtown for the sirens. Brad Hice stated there would be just one they are turning back on. Member Clarinda R. Darr asked if they will continue to test the sirens. Brad Hice stated they will test the sirens the first Monday of every month.

- B. Quick Response Service (QRS)** - Assistant Fire Chief Michael Allgeier stated at their department meeting last night, the officers and members voted to do away with our Quick Response Service (QRS). Michael Allgeier stated QRS service basically means that when the ambulance is not available, they send the fire company in its place. Michael Allgeier stated seventy five percent of the calls are to go to Laurelbrooke Landing McKinley Health Center which is a skilled nursing facility and they have more training than the fire company with RNs and LPNs that work there. Michael Allgeier stated they will still be dispatched for cardiac arrests and EMS assists. Michael Allgeier stated there will be a class on May 13<sup>th</sup> for the entire Brookville Volunteer Fire Company to get everyone trained for first aid and cpr.
- C. SERT Trailer** - Member Clarinda R. Darr asked what SERT is and what it stands for. Michael Allgeier stated the SERT trailer is a special emergency response trailer that has more supplies that the county issues the fire company. Michael Allgeier stated the SERT trailer was provided by Jefferson County, and they bought the supplies for it. Michael Allgeier stated what changed is now we buy our own supplies instead of having the county provide it for us. Mayor Richard Beck stated you have to keep that SERT trailer stored inside, you have to keep the upkeep on it, you have to buy the license for it, and you have to buy the insurance for it. Mayor Richard Beck stated that is not supplied by the county. Michael Allgeier stated that is correct. Council thanked Brad Hice, Michael Allgeier, and Ryan Pearsall for coming to tonight's meeting.

**Director of Public Works** – Public Works Director Dave Vallosio stated part of his crew is installing a french drain 260 feet along Short Street in preparation for a paving project that will be going on. Public Works Director Dave Vallosio stated all other maintenance practices are ongoing, and all other work orders are current.

**Zoning/Code/Health Officer** - No Report

### **Committee Reports**

#### **A. Personnel Committee**

1. **Executive Session** – Personnel Committee Chair Karen Allgeier stated she would like to request an executive session, and there will be action afterwards.

#### **B. Stormwater Committee**

1. **Meeting Reminder** – Stormwater Committee Chairman Dave Ferringer stated we have a number of residents who have filled out the proper stormwater forms. Stormwater Committee Chairman Dave Ferringer reminded people with stormwater issues to fill out the correct forms, and asked them not to make phone calls. Stormwater Committee Chairman Dave Ferringer stated the committee is looking at several locations that have reported there is a problem.

## **Solicitor**

- A. **Giant Eagle Hearing** – Solicitor Jim Dennison stated there will be a Giant Eagle hearing on Tuesday, May 16<sup>th</sup> at 6:30 P.M. in the large conference room at the Borough Complex. Solicitor Jim Dennison stated the hearing is on the transfer of a liquor license within the county from the Pizza Hut in Punxsutawney to the Get-Go store at 217 Allegheny Boulevard in Brookville. Solicitor Jim Dennison stated after the hearing, council will consider a resolution approving the transfer.

## **Borough Manager**

- A. **Special Event Permit – YMCA** – Manager Dana D. Shick stated council needs to approve a special event permit for the YMCA for the Adventure Run on June 10<sup>th</sup>. Manager Dana D. Shick stated the times will vary depending on which race you are running, and they are expecting twenty five people to participate. Manager Dana D. Shick stated everyone has signed off on it, and Police Chief Jason Brown has signed off on it pending the PennDOT permit. Member Karen Allgeier moved to approve the YMCA's special event permit for the Adventure Run; seconded by Member Clarinda R. Darr. Motion carried 7-0.
- B. **2017 Pennsylvania Municipal Legal Update** – Manager Dana D. Shick stated there will be a 2017 Pennsylvania Municipal Legal Update in Hershey on August 9<sup>th</sup> and 10<sup>th</sup>, and she would like to go. Manager Dana D. Shick stated it costs \$250.00 for a member if we register by July 7th. Member Karen Allgeier moved to approve Manager Dana D. Shick attend the 2017 Pennsylvania Municipal Legal Update; seconded by Vice-President Phil Hynes. Motion carried 7-0.
- C. **Pennsylvania Training Hub (PATH) – Municipal Budget Seminar** – Manager Dana D. Shick stated the Pennsylvania Training Hub (PATH) is having a workshop called 'Developing and Managing Your Municipal Budget' on June 20<sup>th</sup> from 8:30 A.M. to 4:00 P.M. at the Days Inn in Butler, and she would like to attend. Manager Dana D. Shick stated the cost is eighty dollars. Member Dave Ferringier moved to approve that Manager Dana D. Shick attend the PATH workshop called 'Developing and Managing Your Municipal Budget' on June 20<sup>th</sup> from 8:30 A.M. to 4:00 P.M. at the Days Inn in Butler; seconded by President Pro-Tem Bill Kutz. Motion carried 7-0.
- D. **COSTARS Meeting** – Manager Dana D. Shick stated we received an invitation from Representative Cris Dush's office to attend a COSTARS meeting on Thursday, May 18<sup>th</sup> at 10:00 A.M. at the Oliver Township Volunteer Fire Hall in Punxsutawney. Manager Dana D. Shick stated she is unable to go, but thinks it would be good for someone to attend from the borough. Manager Dana D. Shick stated there is no fee to attend. Public Works Director Dave Vallosio stated he would attend that meeting. Member Karen Allgeier moved to approve Public Works Director Dave Vallosio attend the COSTARS meeting; seconded by Member Dave Ferringier. Motion carried 7-0.

- E. Change of Address Request** – Manager Dana D. Shick stated we have a request for a change in address from a concerned citizen. Manager Dana D. Shick stated there are two houses on Euclid Avenue that are not both actually on Euclid Avenue. Manager Dana D. Shick stated there is 91 Euclid Avenue and 91 ½ Euclid Avenue. Manager Dana D. Shick stated 91 ½ Euclid Avenue is actually located on Demotte Drive. Manager Dana D. Shick stated there have been complaints that mail has gone to the wrong address, and ambulance service has shown up at the wrong address. Manager Dana D. Shick stated a request has been asked if we would be willing to put in a change of address to rename 91 ½ Euclid Avenue to a Demotte Drive address. President Pro-Tem Bill Kutz moved to approve putting in a change of address to rename 91 ½ Euclid Avenue to a Demotte Drive address; seconded by Member Karen Allgeier. Motion carried 7-0.
- F. New CD** – Manager Dana D. Shick stated S&T Bank is offering a ten month quick cash CD. Manager Dana D. Shick stated it must be new money into the bank in order to be eligible for this. Manager Dana D. Shick stated the ten month CD rate is point eight five percent. Manager Dana D. Shick stated there is no penalty to withdraw early, however the money must stay in there for seven days. Manager Dana D. Shick stated the borough has money in PLGIT that we could transfer over. Manager Dana D. Shick stated PLGIT is currently paying point four eight percent. Manager Dana D. Shick stated the borough has \$100,000.00 in PLGIT, and she recommends moving \$75,000.00 from PLGIT to this CD. Member Karen Allgeier moved to approve moving \$75,000.00 from PLGIT to a ten month quick cash CD at S&T Bank; seconded by Member Ken King. Motion carried 7-0.

#### **UNFINISHED BUSINESS:**

- A. Street Bonding** – Engineering Consultant Travis Long stated Manager Dana D. Shick asked him to attend tonight's meeting to discuss street bonding. Engineering Consultant Travis Long stated this is becoming a growing concern in a lot of communities. Engineering Consultant Travis Long stated this is an informal, educational outreach to the borough to get us to think of what we need to do if we are serious about assigning weights or bonding requirements to streets in town. Engineering Consultant Travis Long stated there is a stepwise procedure everyone would have to go through. Engineering Consultant Travis Long stated first, you need an engineering study to identify among other things the conditions of the roadways, the traffic flows, and the traffic studies. Engineering Consultant Travis Long stated then you would need to adopt a local ordinance, supply it to your police force, make it publicly known by erecting weight limit signs, and make sure it is enforced. Engineering Consultant Travis Long stated you would need to come up with a notification system for multiple users. Engineering Consultant Travis Long stated if the borough is interested in doing this it would take time. Vice-President Phil Hynes asked if an ordinance has to be borough wide, or if it can be for specific streets. Solicitor Jim Dennison stated he does not think we could do this borough wide, and that we would need to

pick a few streets we want to limit the weight on. After some more discussion, Council thanked Engineering Consultant Travis Long for coming to tonight's meeting.

#### **NEW BUSINESS:**

- A. **July 4<sup>th</sup> Holiday/Change Meeting Date** – President John Blazosky stated the 4<sup>th</sup> of July is on a Tuesday, so the first meeting in July for Brookville Borough Council will be held on Wednesday, July 5<sup>th</sup>.

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

- A. **Junior Council Member Levi Roseman** – Junior Council Member Levi Roseman stated in track and field, the Friday before last, Ryan Thrush ran the 800 meter dash in one minute and fifty point eight seconds, making him seventh in the entire nation. Junior Council Member Levi Roseman reported today students participated in the Envirothon which is an annual event in which students learn about the environment, and we had a fourth place team and a fifth place team. Junior Council Member Levi Roseman stated two teachers at the high school, Mrs. Amanda Carrico and Mrs. Nancee Miles, have been working to prepare students better for post-secondary options. Junior Council Member Levi Roseman stated they posted the amount of scholarship and aid awards, and currently kids in the senior class are receiving one point two million dollars. Junior Council Member Levi Roseman stated baccalaureate service will be held at the Evangelical United Methodist Church on May 30<sup>th</sup> at 6:30 P.M. with graduation ceremonies being held the next night in the high school auditorium.
- B. **Mayor Richard Beck** – Mayor Richard Beck thanked the Brookville Volunteer Fire Company members for coming to tonight's meeting. Mayor Richard Beck stated he is glad they got the siren back on, and changed the cycles to three from thirteen.
- C. **Member Ken King** – Member Ken King stated he is impressed with the Brookville Volunteer Fire Company's report, and stated we are very supportive of you guys and will pretty much go along with whatever you recommend.
- D. **Member Clarinda R. Darr** – Member Clarinda R. Darr asked everyone not to forget Mother's Day. Member Clarinda R. Darr thanked the Brookville Volunteer Fire Company for coming to the meeting tonight. Member Clarinda R. Darr stated five council members are going to the state conference, and she has been asked to help chair a session on the Junior Council Person Program.
- E. **Member Dave Ferringer** – Member Dave Ferringer thanked the Brookville Volunteer Fire Company for bringing this to council's attention, and stated it sounds like a good solution – safety first.

- F. Member Karen Allgeier** – Member Karen Allgeier thanked the Brookville Volunteer Fire Company for coming to tonight’s meeting. Member Karen Allgeier stated on April 20<sup>th</sup> four of them met with the Pennsylvania State Association of Boroughs (PSAB) and five other boroughs to discuss the starting of a County Boroughs Association for Jefferson and Clarion counties. Member Karen Allgeier thanked the members of the Brookville Borough Council and Mayor Richard Beck for attending that evening. Member Karen Allgeier moved for Brookville Borough to move forward with becoming part of this County Boroughs Association; seconded by Member Clarinda R. Darr. Motion carried 7-0. Member Karen Allgeier stated she is looking forward to the conference this weekend. Member Karen Allgeier stated she will be the new president of the County Boroughs Association for the state of Pennsylvania at that time, and she hopes to make Brookville proud.
- G. President Pro-Tem Bill Kutz** – President Pro-Tem Bill Kutz thanked the firemen for all that they do.
- H. Vice-President Phil Hynes** – Vice-President Phil Hynes stated the picnic pavilion has been completed on Depot Street. Vice-President Phil Hynes thanked Engineering Consultant Travis Long and Solicitor Jim Dennison for helping mediate a situation where the construction of the sewage treatment plant was possibly going to disrupt the Redbank Valley Trail for maybe up to a month. Vice-President Phil Hynes stated with the help of everyone, we were able to have them do their work under the trail so there will be no interruption of the trail from that project. Vice-President Phil Hynes stated it is appreciated. Vice-President Phil Hynes reported May 9<sup>th</sup> is the annual day of giving for Redbank Valley Trails. Vice-President Phil Hynes stated if you want to make a donation to help support Redbank Valley Trails, on that day up to five thousand dollars will be matched. Vice-President Phil Hynes stated any donations can go to First Commonwealth Bank.
- I. President John Blazosky** – President John Blazosky stated he echoes appreciation of the firemen, and he believes the shortening of the cycles is a good idea. President John Blazosky asked the media if they had any questions.

**MEDIA COMMENTS/QUESTIONS/CLARIFICATION:** None

**EXECUTIVE SESSION:** Brookville Borough Council entered an Executive Session at 7:51 P.M. to discuss a personnel matter with action expected. Executive Session ended at 8:04 P.M. with the following action taken:

Personnel Committee Chair Karen Allgeier announced that the committee makes the motion to hire a new Code Enforcement Officer at fifteen dollars an hour on an as needed basis for no more than 28 hours per week. Personnel Committee Chair Karen Allgeier stated a name will not be released until the person is contacted.

**ADJOURNMENT:**

Member Karen Allgeier moved to adjourn; seconded by Member Dave Ferringer.  
Motion carried 7-0 at 8:05 P.M.

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Borough Manager