

SPECIAL COUNCIL MEETING 11/15/19

ATTENDIES: COUNCIL PRESIDENT LEE DYER, COUNCIL VICE PRESIDENT KIM ARMSTRONG, COUNCILMAN MATT OTTO, COUNCILWOMAN FAYE PARENTI, COUNCILWOMAN DIANA ZOELLE, SOLICITOR NEVA STOTLER, AND MAYOR DEAN ZINKHANN.

I. Convened at 4:30 pm

II. Pledge of Allegiance

III. Discussion Item:

- Road Maintenance Crew, it was discussed that council was currently in the process of interviewing for a new full-time street department employee.
- Website Design, council discussed the misunderstanding of the cost of the redesign of the Borough website from PSAB (Pennsylvania State Association of Boroughs) and thought that this service was under the \$389.00 yearly fee, but after an invoice was received for the cost of the website redesign, council reconsidered. Council liked the benefits of having the knowledge of PSAB in redesigning the Borough's website and many thought they outweighed the costs. Council President Dyer suggested to get all the information and vote at the next meeting.
- Sign Size, the sign on the side of a tractor trailer on Route 68 towards Zelienople was discussed. The question was raised if it is in violation of the zoning ordinance or not. Council decided to have Solicitor Stotler discuss with our Zoning/Code enforcement and report back at the next meeting.
- Filing System in the Borough office was discussed, it's not sure as to when the last time the files in the Borough office were structured or purged. Discussion with Sensible Surroundings, an organizational company included having a master spreadsheet to locate files and documents more easily. A representative from PSAB said that it sounded like a good program, and that if it works, it can be implemented into other Boroughs and Townships. Final proposal will be voted on at the next council meeting.
- Allocations to Library and ECDO Park was discussed, mileage is established each year, Councilwoman Zoelle suggested raising that mileage from close to 1 mil to 1 ¼ for the Library and 1 ½ mil for EDCO park. Being that mileage is only assigned once a year, the next council will have to decide.
- Recruit a General Manager, council discussed the need to hire a General Manager, to which will be the decision of the next council.
- Cooperation with Area Stormwater Management Group, council discussed the importance of working together with the neighboring Townships and Boroughs on stormwater management.
- Phone System upgrade in Borough office, council discussed updating the phone system so that the police department is not disrupted, and having a system so that calls can go to the appropriate person.

- New Time for Council Meetings in 2020, the consensus from the exit poll that was taken was to change the meeting time to 7 pm. It will be voted on at the next council meeting.
- Newsletter, one was circulated last month, was well received, council discussed talking with businesses in town to advertise in the newsletter to help with the costs of printing. This to be discussed with the new council members next year.
- Trees in Creek, council discussed an offer at no cost to the Borough to remove trees in Breakneck Creek, behind the bus garage near Railroad Street.
- Graf raising bank, it was discussed that Graf was raising a flood plain bank, Norman Nelson said that they are not currently raising the bank, that the company brought things in for a base, but not raising the bank.
- Cut off for approval, Councilwoman Zoelle wanted to discuss how much money being spent by the Borough needs approval, to which council stated that everything needs approval, bids up to \$7,500.00 do not need phone bids, up to \$12,000.00 need at least 3 phone bids to which council votes on one bid to accept.
- Acceptable reserve for the Borough was discussed, minimal acceptable reserve is 15% of the budget due to our size. Tax anticipation loans were discussed, it was mentioned that the Borough has to be careful of such loans, as interest is usually due to be paid with those loans.
- Solicitor participation was discussed, council said that every year in January is when it is voted on as to how much the Solicitor is involved in the help with the Borough.
- Communication among Borough Officials, Councilwoman Zoelle stated that she believes all officials need to be clear about what actions are to be taken and by whom, and that as we move forward, all are on notice to make sure everyone is well informed.

IV. Official Action:

Motion to go into executive session by Council Vice President Armstrong at 5:04 pm.
Second by Councilman Otto. Motion carried.

Motion to go out of executive session by Council Vice President Armstrong at 5:35 pm.
Second by Councilwoman Zoelle

Motion to terminate the new full-time employee effective immediately by Councilwoman Armstrong. Second by Councilwoman Parenti. Motion carried.

Motion to offer employment to a new full-time employee at a \$19.50 starting rate of pay by Councilwoman Armstrong. Second by Councilwoman Parenti. Motion carried.

Motion for the solicitor to speak with code enforcement officer and send a letter to the owner of a large trailer parked at the east end of main street by Councilwoman Armstrong. Second by Councilwoman Zoelle. Motion carried.

Motion to increase the pay of seasonal employee Kraig Martin from \$12.00 to \$15.00 per hour if he is required to plow snow by Councilman Otto. Second by Councilwoman Parenti. Motion carried.

No other business put forth.

Motion to adjourn by Councilman Otto at 5:40 pm. Second by Councilwoman Armstrong. Motion carried.

Minutes taken by Denise Powell, Borough Secretary/Treasurer.

Minutes taken after executive session by Councilwoman Faye Parenti.