

BOROUGH OF PATTERSON HEIGHTS
COUNCIL MINUTES
May 18, 2016

7:00 pm Council Meeting called to order by President, Bill Starn and meeting was being recorded.

Pledge of Allegiance was recited

Council Members

President: Bill Starn - Present

Vice President: Jim Turnbull - Present

Tim Weisenburger - Present

Frances Levinger - Present

Bryan Landman- Absent

Connie Klein - Present

Sue Pokego - Present

Mayor

Phyllis Aluseo – Present

Officers

Secretary/Treasurer: Absent. Susan Philipp was asked to record minutes in the absence of the secretary.

Motion made by Ms. Klein to retain Renee Cameron as Interim Secretary/Treasurer one night per week at the same pay rate but without benefits until a replacement is found. Second by Ms. Levinger, motion carried, vote was unanimous.

Solicitor: Chad McMillen – Absent Nick Urick - Present

Police Report: Chief DeLuca – Present

Chief reported 5 calls for the month. Report on file.

Tax Collector Report: Susan Philipp - Present - Ms. Philipp read her report for the month of April.

Tax report on file.

Fire Chief Report: Chief Medlin - present - presented the attached report.

Visitors:

Xander Wilkinson - 504 4th Avenue - Reported the neighborhood will hold a yard sale June 4th from 9 AM to 4 PM, cost to any resident if \$5 per space. Following will be a block party with band. Streets will be closed at 4th Street and Fifth Avenue and Fifth Street and Fifth Avenue. Discussion followed.

Caren Turnbull - 613 5th Avenue - Had question on the ordinance for dogs. Commented there is a dog that runs loose, she wants the owner cited. Chief DeLuca explained the process to her.

Also, Ms. Turnbull asked about providing space for kids to skateboard, suggested the space where the old basketball court was removed. She will look into getting grants.

American Legal Publishing representative ?? presented a detailed proposal (attached) on codification of ordinances. Cost will be \$5,775 to scan, review and organize all ordinances. For an additional charge of \$400, the company will maintain the book online. Mr. Turnbull asked how long the bid was good for, response was 60 days. Also questioned if the price could possibly increase once they are into the project, response was, the price quoted will be the price billed.

Audit Report: Elected Auditor, Jake Barsottini, presented the 2015 Audit Report. Mr. Barsottini stated the complete report will be published on the DCED web site, as well as the Borough web site since it is public record. A copy is also part of these minutes.

Mr. Weisenberger noted a \$10,000+/- discrepancy. Mr. Barsottini will make the adjustment.

Document also includes in the report is a Schedule of Audit Deficiencies, Internal Controls and Recommendations which Mr. Barsottini reviewed. Auditors suggested a separate treasurer be appointed who should not be a family member of an elected official. Mr. Barsottini reminded Council that when an employee resigns, all building keys, credit cards should be turned over to either the Secretary/Treasurer, Mayor or Council President immediately upon notice. Mr. Turnbull turned over to Mr. Starn the following items. which he received from Nate on May 5, 2016: 2 Kwik Fill credit cards, 1 Tractor Supply and 1 Home Depot.

Code Enforcement Report: D. L. Pella – Absent – Mr. Starn read Code Enforcement report for April 2016, report attached.

Communications: Read by Mr. Starn

- Letter from PA State Mayor's Assn. regarding Mayor of the Year
- Letter from Emergency Management Assn. acknowledging appointment of Bryan Landman as

Emergency Management Coordinator for the Borough

- Letter from PA State Boroughs Assn. regarding change to constitution amendment
- Letter from Beaver County Community Development regarding new form to be completed for building demo

Secretary/Treasurer: Minutes - Mr. Turnbull asked that his name be removed from the sentence at the bottom of page 2 and changed to Mr. Starn. Mr. Weisenburger moved, seconded by Ms. Pokego that the change be made and minutes be approved as noted. Motion carried, unanimous.

Public Safety Committee: Discussion regarding where the road should be closed for the block party, will close at 4th Street and 5th Avenue and 5th Street and 5th Avenue. The Boro has saw horses that can be used, and will check to see if Road Closed signs are available. Responsible adult for this party is Jolie Kilpatrick who lives on 4th Avenue.

Building and Grounds Committee:

Mr. Turnbull moved that Nathan Reese's resignation be accepted with regrets. Mr. Landman seconded, motion carried, unanimous.

Lawn equipment - Mower and trimmer do not work, Mr. Turnbull purchased new equipment. Mr. Turnbull checked with insurance carrier regarding liability of council people operating equipment. Determined any Boro official can operate Boro equipment.

Playground cover - Discussion on poor condition of mulch cover. Council will look into removing mulch and covering with pea gravel. There was discussion regarding treatment of the grass but no action was taken.

Shrub and flower update - Flower bed along 6th Street has been weeded and mulched with the help of several residents. Mulch will be spread. Also, a tree planted in memory of Donna Lutz has died and will be replaced by family and friend.

Railroad Tie Steps - Mr. Turnbull stated steps do not meet code and a new round railing will be installed to correct that. Also asked permission to remove the first section of the fence for easier access to the parking lot.

Concrete Driveway – Fire Department has expressed concern regarding the concrete in front of the building and has requested it be replaced. Mr. Turnbull will get estimates on cost to replace the driveway and also for future replacement of the asphalt parking lot.

Dumpster – With the absence of a borough maintenance person, a dumpster has been provided for residents to dump yard waste only. However, it was noted that a few persons were recorded by the borough cameras dumping large amounts of bushes and trees that filled the dumpster. One resident was identified and a letter will be sent explaining the abuse of the service and asking for a donation toward the cost of the dumpster. Discussion followed regarding continuation of the service.

3 Playground Post Lights – Mr. Turnbull reported that one playground light needs to be replaced and recommended that all three playground lights be replaced. **Mr. Turnbull moved to accept a bid from Bushy Electric in the amount of \$1,410 to purchase and install three new LED lights in the playground, seconded by Ms. Klein, motion carried.**

Garage Door Opener – Mr. Turnbull received an estimate from Doors by Ike for a $\frac{3}{4}$ hp door opener in the amount of \$600. **Mr. Turnbull moved to accept the bid for purchase and installation of the opener, seconded by Mr. Landman, motion carried, unanimous.**

Mr. Turnbull received a request from the Fire Department to install a light over the entrance door to the truck room access. He will ask Bushy to install.

Streets and Sewers Committee: Mr. Starn received a request from a current resident for a dye test. Mr. Starn quoted the price and procedure but has heard nothing further from the resident.

Mr. Starn opened discussion regarding the budget for sanitary sewer repairs.

Recreation Committee: Nothing

Recycling and Refuse Committee – Ms. Pokego commented that an announcement had been placed in the Beaver County Times regarding the dumpster for yard refuse. Discussion on whether to continue the service.

Budget and Finance Committee - **Mr. Weisenberger moved to prepare a resolution to change the Borough's accounting method to cash in accordance with the recommendation from the auditors, seconded by Ms. Pokego, motion carried, unanimous.**

Rental Prop and Maintenance Inspection Committee - **Nothing**

New Business - Mr. Starn moved to prepare a resolution submit the form completed to enable electronic filing for liquid fuels.

Old Business - Mr. Turnbull moved that Roger McCloud be hired to provide labor and the Borough approved the amount of \$1,800 for materials to complete the sewer project on the Ciganik property. Mr. Weisenberger seconded, motion carried, unanimous.

Officer Reports

- Mayor Aluseo commented that Donna Pella has already acted on concerns the mayor had, especially the two stagnant pools in the Borough.
- Mr. Starn stated he had contacted DCED regarding an interim secretary/treasurer. DCED provided resume of Janet Miklos who had interviewed previously for the position. DCED will provide assistance in hiring. Discussion followed. **Mr. Landman moved, seconded by Ms. Levinger that Janet Miklos be hired as Interim Secretary/Treasurer with the same terms as previous employee, with the exception of no health insurance. Motion carried, unanimous.**
- Zoning Board/Code - N/A (MDIA)
Mr. Starn reported that Mr. Usher is no longer available to fill the Zoning Officer position. **Mr. Starn moved that due to health issues, Mr. Usher's name be removed from that position, seconded by Mr. Landman, motion carried, unanimous.**

- COG (Starn)
Discussion on Intergovernmental Agreement for purchase of GIS Equipment. **Mr. Landman moved and Ms. Klein seconded that the Borough participate setting the dollar limit to \$1,000. Motion carried, unanimous.**

Discussion on Intergovernmental Agreement grant for use of Hillside Avenue for the Ohio River Trails. **Motion by Mr. Landman, seconded by Ms. Levinger that the borough participate in the study and grant application for Ohio River Trails. Motion carried, unanimous.**

- Emergency Management Coordinator – Nothing (Landman)
- Solicitor - Nothing

ANNOUNCEMENTS

None

EXECUTIVE SESSION - To discuss Personnel matters.

No votes or actions will be taken.

Entered into Executive Session at: 10:30 p.m. Meeting resumed at 10:51 p.m. **Mr. Turnbull moved that an offer be made to Bryan Landman to fill the vacant maintenance position as an interim maintenance person at the same rate paid to former employee and with no health insurance. Seconded by Ms. Pokego, motion carried. A roll call vote was requested: Ms. Pokego, yes; Ms. Levinger, Yes; Mr. Starn, Yes; Ms. Klein, Yes; Mr. Weisenburger, Yes; Mr. Landman, Abstain (see attached signed note from Mr. Landman). Mr. Landman will consider the offer and respond by May 19, 2016.**

Mr. Weisenburger moved and Ms. Klein seconded that the bills for May 2016 be paid. Motion carried, unanimous.

The meeting was adjourned upon a motion by Ms. Levinger, 2nd by Ms. Pokego. **PASSED UNANIMOUS at 11:00 p.m.**

Submitted by Susan Phillip

Bill Starn, President

Date

Date