

PORT ALLEGANY BOROUGH COUNCIL

Organizational Meeting

January 6, 2020

CALL TO ORDER - The Port Allegany Borough Council met on January 6, 2020 at the Borough Council Chambers. Those present were Council Members Tammy Boyd, Sam Dynda, Dave Fair, Andrew Johnson, Dick Kallenborn, Kate Kysor, and Cory Thomas. Also present were Mayor George Riley, Secretary Heather Szuba, and Solicitor Nicole Larsen.

Visitors present were Ayden Russell of The Argus, David and Ashley Bartlett, Joe Lashway of the Port Allegany Municipal Authority, Chief Dave Distrola, and Boy Scout Troop 413.

Mayor George Riley called the meeting to order at 7:30 pm, leading those in attendance with the Pledge of Allegiance.

Mayor Riley then swore in newly elected Council Members Tammy Boyd and Cory Thomas and re-elected Council Member Kate Kysor.

Organization of Council was then held with Mayor Riley first accepting nominations for Council President. Dave Fair nominated Andrew Johnson. Kate Kysor nominated Dick Kallenborn. Roll call was held as follows: Dick Kallenborn, Sam Dynda, Tammy Boyd, Cory Thomas, and Kate Kysor voted for Dick Kallenborn. Dave Fair and Andrew Johnson voted for Andrew Johnson. Dick Kallenborn was declared Council President.

Mayor Riley continued with accepting nominations for Council Vice President. Dick Kallenborn nominated Andrew Johnson. All were in favor. Andrew Johnson was declared Vice President of Council.

Nominations were then accepted by Mayor Riley for Council President Pro Tem. Andrew Johnson nominated Dave Fair. All were in favor. Dave Fair was declared Council President Pro Tem.

Mayor Riley then turned the meeting over to President Kallenborn.

Dave Fair made a motion to retain Calliari, Mehalick & Co., CPA as the auditing firm for Port Allegany Borough. Kate Kysor seconded, and the motion carried unanimously.

Dave Fair made a motion to retain Patrick Ward, Uni-Tec Consulting Engineers, Inc. as the engineering firm. Andrew Johnson seconded. The motion failed to carry with 5-1 voting no.

Andrew Johnson then made a motion to solicit proposals from engineering firms. Kate Kysor seconded, and the motion carried unanimously.

Andrew Johnson made a motion to retain Nicole Larsen as Borough Solicitor. Kate Kysor seconded, and the motion carried unanimously.

Andrew Johnson made a motion to appoint Heather Szuba as Borough Secretary. Kate Kysor seconded, and the motion carried unanimously.

Andrew Johnson made a motion to appoint Heather Szuba as Council Treasurer. Tammy Boyd seconded, and the motion carried unanimously.

Andrew Johnson made a motion to appoint Matt Lawton as Vacancy Board Chairman. Kate Kysor seconded and the motion carried unanimously.

Council unanimously decided to designate Juniata Valley Bank, Hamlin Bank, Citizens & Northern Bank, and PLGT as depositories.

Council unanimously decided to assign Borough Secretary and Council President as signatories.

President Kallenborn announced that he would review the Committee and Representative Appointments and notify council of changes.

MINUTES – Kate Kysor made a motion to approve the minutes of the December 3, 2019 Regular Meeting. Cory Thomas seconded the motion. The motion carried unanimously.

BILL LIST – Sam Dynda made a motion to approve the December 2019 expenditures. Kate Kysor seconded the motion. The motion carried unanimously.

FIRE CHIEF’S REPORT

Monthly Report – December 2019

Borough	10	Annin Twp	1
Liberty Twp	6	Mutual Aid/Standby	1
Mileage	58	Total Calls	18

AMBULANCE REPORT

Monthly Report – December 2019

Borough	25	Liberty	12
Annin	2	Mutual Aid	12
		Total Calls	51

POLICE/MAYOR’S REPORT

Monthly Report – December 2019

Criminal Arrests	04	Traffic Arrests	19	Warrants Served	00
Parking Tickets	00	MV Warnings	07	Calls Received	73
Investigations	01	Traffic Accidents	03	Unsecured Buildings	00
Non-Traffic Citations	01	Mileage	1692		

TAX REPORTS

Real Estate – 2019 Duplicate Balance \$55,217; Collected 88.89%

EIT: YTD December 2019 – \$178,623 (2018 - \$174,518)

LST: YTD December 2019 – \$34,785 (2018 - \$38,228)

CODE ENFORCEMENT REPORT –Code Enforcement report was provided by Dan Dzubak.

ENGINEER’S REPORT – The Engineer’s Report was provided by Pat Ward, UTCE.

SOLICITOR’S REPORT – Solicitor Larsen informed Council that she would be preparing an Employee Handbook for office personnel and invited Council members to provide input.

SECRETARY’S REPORT – Secretary’s Report was provided by Heather Szuba.

COMMITTEE REPORT – Nothing to report.

PUBLIC COMMENTS – Scoutmaster for Boy Scout Troop 413 announced that the troop was there to observe a public meeting for a Merit Badge. The Troop asked for more details on the Main Street Waterline Relocation project which were answered by President Kallenborn.

EXECUTIVE SESSION – Dick Kallenborn called an executive session at 8:05 pm to discuss a personnel matter. The regular meeting resumed at 8:25 pm.

FOR IMMEDIATE ACTION

Sam Dynda made a motion to approve Resolution 2020-1 Firemen's Activities. Kate Kysor seconded the motion. The motion carried unanimously.

Andrew Johnson made a motion to reinstate dual processing with JVB, assigning Council President as an Authorized User. Sam Dynda seconded, and the motion carried unanimously.

Andrew Johnson made a motion to table action on the GASB 68 reports pending information from the Auditing firm. Tammy Boyd seconded the motion. The motion carried unanimously.

Andrew Johnson made a motion to approve updating the Borough Code online and to purchase a reprint of the Borough Code from General Code. Cory Thomas seconded the motion, and the motion carried unanimously.

Cory Thomas made a motion to table any action from Uni-Tec until a decision is made on engineering services. Tammy Boyd seconded the motion. The motion carried unanimously.

Cory Thomas made a motion to approve Council President to perform the duties of Borough Manager on an interim basis, subject to any legal restrictions. President Kallenborn agreed to perform these duties at no charge to the Borough. Tammy Boyd seconded, and the motion carried unanimously.

Andrew Johnson made a motion to appoint Chris Ruding as a Board Member of the Port Allegany Municipal Authority. Tammy Boyd seconded the motion. The motion carried unanimously.

Sam Dynda made a motion to appoint Andrew Johnson as the Borough's Emergency Management Coordinator. Kate Kysor seconded the motion. The motion carried unanimously.

Council agreed to hold a Special Meeting to review Borough Manager applicants on January 16, 2020 at 5:30 pm. Borough Secretary will advertise the meeting in accordance with the Sunshine Act.

FOR FUTURE ACTION

Civil Service Commission Vacancies
Municipal Authority Vacancy
Planning Commission Vacancies

ADJOURNMENT – As there was no further business, Andrew Johnson made a motion to adjourn. Tammy Boyd seconded the motion. Motion carried. The meeting adjourned at 9:03 pm.

Respectfully submitted,

Heather Szuba
Borough Secretary