**REGULAR MONTHLY MEETING**

**TUESDAY, DECEMBER 19, 2017**

**BOROUGH COUNCIL CHAMBERS**

**7:00 PM**

**MINUTES**

**THE REGULAR MONTHLY MEETING OF THE GLASSPORT BOROUGH COUNCIL WAS CALLED TO ORDER BY THE PRESIDENT OF COUNCIL, DAVID F. KOWALSKI.**

**ROLL CALL:** Bradley, present; DiMarco, present; Hickman, present; Norelli, present; Skiba, present; Trunzo, present; Kowalski, present; Mayor Bradley, present.

**PUBLIC COMMENTS:** (Agenda Items Only – Action Items Only)

**APPROVAL OF MINUTES:**

Motion to approve the Minutes of the Regular Monthly Meeting of Tuesday, November 21, 2017.

**Motion:** Trunzo seconded by Bradley

Motion Carried.

**COMMITTEE REPORTS:**

**Health & Sanitation Committee – Dennis Hickman – Chair/Council**

We are still receiving complaints about garbage not being picked up by Waste Management. If you are not paying your garbage bill, you will be cited and taken before the Magistrate. The garbage company will not pick up your garbage if your bill is not paid. To avoid a citation, please call Waste Management at 1-866-258-1708 and pay your bill. If you have an electronic for pickup please call 1-800-449-7587 and they will pick up at your door Monday thru Friday 8:00 am to 8:00 pm or email AtYourDoor@WM.COM.

Please place your garbage out Sunday evening for Monday morning pickup. Please make sure that you have your garbage in a can with a lid to avoid animals and rodents from getting into it.

**Municipal Buildings/Property Honor Roll Committees/Del. RE – Angelo Norelli, Chair/Council**

MBM Collections, LLC – November 1 through November 30, 2017 as follows:

Amount Collected Liened Borough Real Estate……………………………………………………$ 7,318.86

Amount Collected unliened Borough Real Estate………………………………………………..$ 5,961.71

Total Amount Collected……………………………………………………………………………………….$13,280.57

Refunds less than $1.00……………………………………………………………………………………….$ .08

Plus a payment from 533 Monongahela Avenue………………………………………………….$ 165.00

Total amount submitted to Borough from MBM Collections for November…………$13,445.65

Total amount collected as of 11/30/2017……………………………………………………..……$148,772.00

Plus fire tax subtracted from that………………………………………………………………………...$16,936.00

Total amount collected for 2017………………………………………………………………………...$165,708.00

Highest delinquent tax collection since I have become the committee chairman.

The digital sign will be installed Dec. 20 & 21st according to Buddy Swisshelm.

2

**Street & Light Committee/Steel Rivers COG – Elaina Skiba, Chair/Council**

The following is the Street Report for the Month of November, 2017

Maintained lots and borough owned properties

Took down the business and military banners and decorated for Christmas

Replaced some old windows at the garage

One Calls and handicapped signs

Painted over graffiti under Mansfield Bridge

Removed items from 2303 Scenic to have it ready for the fire dept. to do their controlled burn.

Inspected fire extinguishers

Replaced furnace filters at the Borough Building.

I have contacted Hill Industries. They are the contractor that did the original railing on the Mansfield Bridge. They sent some drawings for the railing, and today they spoke to Ralph and are making the missing pieces. They will install it as soon as possible, as soon as the parts are done.

**Parks & Recreation – Keith DiMarco, Chair/Council**

Honorable Mayor Council

Met with two contractors about finishing the floor at the Community Center and they will be submitting bids not until the first of the year. Wish everyone a Merry Christmas.

**Finance and Administration – David F. Kowalski, President of Council/Chair of Police Committee**

Read report for the Month of November, 2017 – Approval of Budgets for 2018 & Tax Levy for 2018.

2018 Boro General Fund Budget - $2,983,253.00 2017 Boro General Fund Budget - $1,795,718.00

2018 Boro Sewage Budget - $ 649,277.00 2017 Boro Sewage Budget -$ 606,976.00

2018 Tax Levy Ordinance No. 1171 – 11.99 mills (10.74 Borough purposes and 1.25 fire tax) no increase

Motion: Skiba seconded by Norelli

To accept the 2018 Borough General Fund Budget in the amount of $2,983,253.00.

Motion Carried.

Motion: DiMarco seconded by Hickman

To accept the 2018 Sewage Fund Budget in the amount of $606,976.00.

Motion Carried.

Motion: DiMarco seconded by Trunzo

To accept the 2018 Tax Levy Ordinance No. 1171 in the amount of 11.99 mills (10.74 Borough purposes and 1.256 fire tax) no increase.

Motion Carried.

Applications will be accepted by Council for the two year appointment to Council. The deadline for submission of applications will be the end of the business day January 2, 2018 at 5:00 p.m. You must be a Borough resident. Interviews will be conducted on January 2, 2018 at 6:45 p.m. A decision will be made at the Reorganization Meeting on January 2, 2018 at 7:00 p.m. Please place in the Valley Mirror.

**3**

We had a meeting on December 14, 2017 with the Workman’s Compensation Training and all of our employees went through the Safety Training and by having these safety meetings every month it will take off 5% from our total Workman’s Compensation bill. We will decide when the next safety meeting will be held in January, 2018. We must have these meetings every month to comply with the discount requirements.

**Fire, Water and Ambulance-Senior Citizens Committees – Paul Trunzo, Chair/Council**

The Christmas Party was held this past Saturday and approximately 80 people attended. It was a very nice time and Bobo Cross and Pete & Ginny Frobouck were honored. The next Bingo will be Tuesday, January 9. Doors open at 5 and Bingo starts at 7:00 p.m. Dues for 2018 will be collected starting January 2nd. Dues are $10.00 a year. New members are always welcome. On behalf of Vina, the Director of the Center, they would like to wish us all a Very Merry Christmas and a Happy New Year.

Fire Department had 250 calls for the year.

Training is rescheduled for January 16.

We had one injury for 2017.

Dennis Hickman, Council, added that Santa will be coming around on Saturday at 10:00 a.m. with treats for the children. They will be out all day.

**Sewage Committee – Thomas W. Bradley, Jr. – Vice President of Council/Chair**

Expenses November, 2017…………………………………………………………………………………$ 45,245.73

Expenses January to October, 2017……………………………………………………………………$ 497,490.60

Expenses Year to Date………………………………………………………………………………………..$ 542,736.33

Receipts November…………………………………………………………………………………………….$ 44,960.15

Receipts January to October, 2017……………………………………………………………………..$ 536,826.57

Receipts Year to Date………………………………………………………………………………………….$ 581,786.72

Total Delinquent Sewage Collected to date…………………………………………………………$ 206,390.00

Tom Bradley stated that we pay the cheapest sewage rates in the state. We have to be due diligent and pay that and we are now collecting our own sewage and working through the corks and issues that we have and I think it will pan out real nice. Happy Holidays to everyone.

**Mayor Rosemary Bradley**

Report for the Month of November, 2017

 Vehicle End Mil. Miles Used

2016 Utility – Battery 2014 Int. 93,375 1,077

 2015 UM 11,105 1,080

 2016 Util 40,426 1,669

 2017 Util 7,232 1,365

Maintenance of Vehicles - $149.65 Total Vehicle Mileage: 5,191

4

Parking Meters…………………………$ 140.00 Calls for Service……………373

Parking Violations…………………….$ 59.00 Arrests………………………… 28

Ordinances……………………………….$ 132.08 Reportable Offenses……. 34

Crimes Code……………………………..$ 903.38 Warrant Arrests…………… 4

Vehicle Code…………………………….$ 519.78 Traffic Stops………………… 13

Clerk of Courts………………………….$ 914.35 Citations Issued…………… 16

Report Fees………………………………$ 60.00 Non-traffic Citations……. 6

Total…………………………………………$ 2,728.69 Ordinance Citations..….. 0

 Ordinance Comp…………. 6

Notes: November UCR Reports Available Upon Request

1. Concluded Low Light Firearms Training
2. Attended “Police Liability Claims” Training

The Notice to Proceed for the Public Safety & Emergency Management Generators has been sent out to Merit Electrical Group by Steel Rivers COG. The 90 day completion period will begin on December 18, 2017.

Census Tract information was sent in and we are still waiting to hear from them.

The full time police officer applications were due Tuesday, December 12 at 4:00 p.m.

There were five candidates that returned their application and fee of $50.

The written test was conducted today at the Glassport Youth Center at 10:00 a.m. The physical agility test was held immediately following the written test.

The request for final payment has been submitted by Betters Company in the amount of $40,620.00 and has been recommended for payment by KLH Engineers. Council will need to make a motion to approve the payment and submit to Steel Rivers COG for payment to be processed through the County.

The LUCA Census information has been submitted to the Department of Commerce. We are waiting for an answer from them so that we can get started.

**WRITTEN REPORTS FROM BOROUGH OFFICIALS:**

**Tax Collector’s Report – Jennifer Bell – Month of November, 2017 – Collections were $6,212.72**

**Borough Treasurer’s Report – Linda Aquilante – Month of November, 2017**

**FIRST COMMONWEALTH BANK**

**Community Youth Center**

**Balance as of November 30, 2017…………………………………….$ 886.29**

**(No activity in the account for two months)**

**Fire Escrow Account**

**Balance as of November 30, 2017……………………………………$ 5,087.76**

**(No activity in the account for two months)**

**5**

**General Fund Checking Account**

**Balance as of November 1, 2017……………………………………..$336,476.67**

**Deposits/Credits (46)………………………………………………………$ 92,712.30**

**Checks/Debits (80)………………………………………………………….$144,664.17**

**Balance as of November 30, 2017……………………………………$284,524.80**

**Since the date of the closing of the November statement, 29 additional checks cleared totaling $14,385.30; four checks from the Month of November are still outstanding and total $15,150.31.**

**Payroll Account**

**Balance as of November 1, 2017………………………………………$ 20,487.45**

**Deposits/Credits (3)…………………………………………………………$ 81,371.84**

**Checks/Debits (31)\*…………………………………………………………$ 80,924.84**

**Balance as of November 30, 2017…………………………………….$ 20,934.45**

**There are no outstanding checks for the Month of November.**

**\*Includes an Account Analysis Fee of $71.85**

**A positive balance is maintained in the account.**

**First Commonwealth Money Market Account**

**Balance as of November 1, 2017………………………………………$282,918.76**

**Interest Paid…………………………………………………………………….$ 11.62**

**Balance as of November 30, 2017…………………………………….$282,930.38**

**2017 Year to Date Interest Paid: $145.69**

**Sewer Fund (Home Town Money Market Account)**

**Balance as of November 1, 2017………………………………………$ 2,886.74**

**Interest Paid…………………………………………………………………….$ .12**

**Balance as of November 30, 2017…………………………………….$ 2,886.86**

**Sewer Maintenance Reserve Fund**

**Balance as of November 30, 2017…………………………………….$ 23,388.18**

**No activity in the fund for six months.**

**Sewer Revenue Fund (Public Entity Analysis+)**

**Balance as of November 1, 2017………………………………………$ 92,846.53**

**Deposits/Credits (7)…………………………………………………………$ 44,951.36**

**Checks/Debits (22)\*…………………………………………………………$ 40,718.59**

**Interest Paid…………………………………………………………………….$ 8.67**

**Balance as of November 30, 2017…………………………………….$ 97,087.97**

**Since the date of the closing of the November statement, 14 additional checks cleared totaling $11,159.04;**

**Three checks from the Mnth of November are still outstanding and total $6,105.09**

**\*Includes an Account Analysis Fee of $4.17**

**A positive balance is maintained in the Fund.**

**(2017 Year to date Interest Paid: $8.67)**

**S & T Bank**

**Glassport 2015 Projects**

**Balance as of October 28, 2017……………………………………………$211,584.12**

**Deposits and Other Additions (Interest)………………………………$ 1.86**

**Balance as of November 28, 2017………………………………………..$211,585.98**

**2017 Year to Date Interest Paid $35.70**

**Commonwealth of Pennsylvania**

**Treasury Department**

**Investment Program for Local Governments**

**General Fund and Special Street Account (Liquid Fuels)**

**November 2017**

**General Fund**

**Beginning Balance as of November 1, 2017…………………………$128,244.84**

**Income Dividend Reinvested on November 1, 2017…………….$ 117.39**

**Deposit on November 8, 2017 (Sales and Use Tax)………………$ 19,872.75**

**Ending Balance as of November 30, 2017…………………………….$148,234.98**

**November Income Payable (will be on the December statement) $133.86**

**Liquid Fuels**

**Beginning Balance as of November 1, 2017…………………………$133,634.59**

**Income Dividend Reinvested on November 1, 2017…………….$ 125.19**

**Ending Balance as of November 30, 2017…………………………….$133,759.78**

**November Income Payable (will be on the December statement) $124.65**

**Total Market Value as of November 30, 2017: $281,994.76**

**FINANCIAL REPORT: David F. Kowalski, President of Council**

**Motion to approve the Monthly Financial Report for November, 2017**

**Motion: Skiba seconded by Trunzo**

**To approve the monthly financial report for November, 2017**

**Motion Carried.**

**Motion to approve and pay bills for the Month of November, 2017 for $171,743.07 (Gen. Fd.)**

**And to pay off the Tax Anticipation Loan for 2017.**

**Motion: Bradley seconded by Hickman**

**Motion Carried.**

**Motion to approve and pay bills for the Month of November, 2017 for $45,245.73 (Sew. Fd.)**

**Motion: Trunzo seconded by Skiba**

**Motion Carried.**

7

**SOLICITOR’S REPORT – Falco Muscante, (Maiello, Brungo & Maiello)**

**Ordinance No. 1171 – 11.99 Mills – Tax Levy Ordinance for 2018 (10.74 Borough purposes and 1.25 fire tax). Addressed by Dave under his report.**

**Ordinance No. 1172 – Street Opening amendment for repairing openings and excavations**

**Changes there is a Street Opening and we are trying to tighten this up so that the patches are not all haphazard. If there is an opening on only one side of the street when it has to be repaved it is the area of the opening and then 10 feet on both sides of the opening and from the center line to the curb. If there is an opening that requires both sides of the street then the same thing 10 feet on both sides but then curb to curb. If there is a trench that extends all the way from the one intersecting street to the other intersecting the entire length of that street has to be paved from curb to curb and corner to corner. There is four or more small openings in one area it has to be paved within 100 lineal feet it has to be paid from the furthest opening from center line to curb. We have captured all of the different possibilities. It has been advertised and we need a motion.**

**Motion: Bradley seconded by DiMarco**

**Motion Carried.**

**Ordinance No. 1173 – Residential Rental License – Tighten up the rental license ordinance. Notices are going to be going out the beginning of the year. The payment will be due the last day in February**

**In the amount of $35.00. The changes is if you don’t make that payment there is a $50 penalty that is assigned to that which goes to $85.00 if you pay by March 31. If you don’t pay by March 31 and it goes to the Magistrate there will be a much heftier fee of $350.00 in addition to the $50 in addition to the $35.00. If somebody comes in after February 28 and wants to pay $35 they can’t they have to pay the penalty plus the $35. If they come in after March 31 they have to pay everything. When we send out these notices that it is clearly spelled out so they can’t say they did not know what the penalties were.**

**Motion: Hickman seconded by Bradley**

**Motion Carried.**

**Ordinance No. 1174 – Zoning Ordinance – To advertise this Ordinance for adoption.**

**Motion: Bradley seconded by DiMarco**

**Motion Carried.**

**Motion: Bradley seconded by Norelli**

**To advertise the Public Hearing on Tuesday, January 9, 2018 for the Zoning and SALDO Ordinances.**

**Motion Carried.**

**This will happen at the next Regular Meeting Tuesday, January 16, 2018.**

**Ordinance No. 1175 – Subdivision and Land Development to be advertised.**

**Motion: Trunzo seconded by Norelli**

**Motion Carried.**

**8**

**Ordinance No. 1176 – Salary Ordinance for 2018**

**Motion to advertise.**

**Motion: Bradley seconded by Norelli**

**Motion Carried.**

**Tax Anticipation Loan for 2018 – Opinion Letter of Solicitor – Resolution already adopted $250,000.**

**Senior Citizens Cooperation and Sub-grant Agreement. Need Motion to accept the agreement. A letter has also been drawn up as to the legality of the bidding procedure for the senior citizens renovations. The contractor has submitted an invoice, an executed contract between himself and the senior center director, a certificate of insurance and has signed a non-discrimination sexual harassment clause. This information will be submitted back to Jonathon Brett, Economic Development Analyst with DCED for release of the $10,000 grant monies.**

**Motion: Trunzo seconded by Bradley**

**Motion Carried.**

**McKeesport Ambulance Service – Proposal – Received in our office yesterday.**

**We weren’t able to get that back to their solicitor. Just to make sure that coverage is available in case there is a call, we should vote on this pending our review of the final language.**

**Motion: DiMarco seconded by Hickman**

**Approve the Ambulance Proposal pending review by the solicitor.**

**Motion Carried.**

**Just a few small updates in Executive Session.**

**COMMUNICATIONS:**

**Notice of payment for State Police Fines and Penalties in the amount of $1,178.33 was paid on 12/1/2017.**

**A letter from the Pennsylvania Game Commission regarding the hiring of a private contractor to remove deer carcasses along municipal roads within the Borough.**

**Planning Commission will meet on Thursday, December 21, 2017, at 7:00 p.m. with John Trant, for a Public Meeting to discuss the Zoning and Subdivision and Land Ordinance recommendations in the Borough Council Chambers. This meeting was advertised in the Post Gazette South on Monday, December 4 and Monday December 11.**

**NEW BUSINESS:**

**SA Wrestling Boosters would like to invite Glassport Council to become 2017-18 sponsors. The gold medal sponsor is $50. Need Motion.**

**Motion: Norelli seconded by Trunzo**

**Motion Carried.**

**9**

**Request for final payment to Betters Company on 605 Monongahela Avenue Emergency Demolition in the amount of $40,620.00 as recommended by KLH Engineer, Bryan Churillo.**

**Motion: DiMarco seconded by Bradley**

**Motion Carried.**

**REORGANIZATION MEETING WILL BE HELD ON TUESDAY, JANUARY 2, 2018, AT 7:00 PM WITH THE HONORABLE ARMAND MARTIN PRESIDING.**

**Public Hearing will be held on Tuesday, January 9, 2018, regarding the Zoning and SALDO Ordinances.**

**Regular Monthly Meeting Tuesday, January 16, 2018, regarding the adoption of both ordinances.**

**Dave Kowalski, President of Council, stated that he would like to thank Mayor Rosemary Bradley for the four years that she has dedicated and I do mean dedicated to the Borough of Glassport. If you look around there are a lot of things that have happened, but she has done an outstanding job and I want to personally thank her.**

**Mayor Bradley said it was team work. It is an effort that you put forth and if you work together you can accomplish whatever you want. It was a pleasure serving on this. Does that mean that I am not invited to the Reorganization Meeting?**

**Dave Kowalski said I would like you to stay on the Glassport Development Corporation.**

**Dave Kowalski said he would like to thank Dennis Hickman for all of his time.**

**Dave Kowalski welcomed Terry DiMarco back to Council and also welcomed Keith DiMarco as Mayor on January 2, 2018.**

**I would like to wish everyone out there a Merry Christmas and a Happy New Year.**

**Motion to Adjourn:**

**Motion: Trunzo seconded by Bradley.**

**Motion Carried.**

**Meeting Adjourned.**

**Submitted by: Borough of Glassport**

**Nancy M. Piazza-Whaby David F. Kowalski**

**Borough Secretary President of Council**

**Dated: December 28, 2017**