**REGULAR MONTHLY MEETING**

**TUESDAY, MARCH 17, 2020**

**7:00 PM**

**BOROUGH COUNCIL CHAMBERS**

**MINUTES**

**Meeting with Keystone and Alex Case were both cancelled. Personnel Meeting at 6:30 p.m.**

**There was an Executive Session before the meeting began.**

**THE REGULAR MONTHLY MEETING OF THE GLASSPORT BOROUGH COUNCIL WAS CALLED TO ORDER BY THE PRESIDENT OF COUNCIL ELAINA SKIBA.**

**Pledge of Allegiance.**

**ROLL CALL: Colecchi, present; Handra, present; Hickman, present; Kowalski, present; Norelli, absent; Trunzo, present; Skiba, present; Mayor DiMarco, present.**

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

**APPROVAL OF MINUTES:**

Motion to approve the Minutes of the Pubic Hearing for the Zoning Ordinance Amendment for wireless communications held on Tuesday, February 18, 2020.

**Motion: Hickman seconded by Colecchi**

Motion Carried.

Motion to approve the Minutes of the Regular Monthly Meeting of Tuesday, February 18, 2020.

**Motion: Kowalski seconded by Trunzo**

Motion Carried.

Motion to approve the Minutes of the Safety Committee Meeting on Thursday, February 27, 2020.

**Motion: Colecchi seconded by Kowalski**

Motion Carried.

**COMMITTEE REPORTS:**

**Fire Department/Senior Citizens Center-Paul Trunzo, Council/Chair**

**Citizen’s Hose Company No. 1 – March Fire Report submitted by Bruce S. Snyir, Fire Chief**

* 100 Calls of Service year to date for 2020 with 21 being month to date in March
* All classes thru the local EETA’s have been cancelled until further notice because of COVID-19
* The Fire Department has adjusted response guidelines and currently has adequate supplies for First Responders in the event we are activated to respond to a suspected COVID-19 case.
* Attached to the Report is a reference for any resident that would be in need to call 911 in the event of a possible COVID-19 related emergency. This will greatly help all First Responders when responding to properly prepare necessary Personal Protective Equipment prior to entering their residence.
* Thank You to Council and the Community for your continued support.

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If you are quarantined (mandatory or self-imposed) in your home or business due to a possible COVID-19 exposure, PLEASE notify the Telecommunications specialist when calling 911 and advise them of your emergency. Symptoms of COVID-19 are fever, cough, or any type of flu-like symptoms. Please inform 911 of your condition.

We also ask that you place a sign/note on your front door to alert our EMS personnel, firefighters, and law enforcement officers to take infection-prevention precautions prior to entering your home or business. Please understand that we need to protect our crews so that they will be able to continue serving to meet the emergency needs of our community.

Elsewhere they have been entire emergency departments quarantined after they have responded to quarantined homes and were not alerted before entering. Those first responders are now unavailable to assist for at minimum 14 days.

Understand that the COVID-19 pandemic will only be controlled with everyone’s cooperation and commitment. As First Responder we do not want to increase the chances of spreading the virus to other responders as well as to our families. Please feel free to reach out to the Fire Department with any questions.

 **Fire Chief Bruce Snyir**

**The Vina March Senior Center Report**

Due to the recent virus – The Senior Citizens Center is closed until Monday, March 30th. If anyone needs assistance like groceries or prescriptions – you can call the center & leave a message. Jamie will get back to you and provide assistance as able. The Bus Trip for April 1st is cancelled.

**Delinquent Taxes/Sewage and Administration – Angelo Norelli, Vice President/Chair**

**Elaina Skiba, President of Council said there will be no report this evening to save time so that we can all get out of here.**

**Police Department Realty Tour, Crime Watch – David Kowalski, Chair/Council**

**2020 Residential Rental License Report – Month of February, 2020**

Number of Rental Properties……………………………………990

Total Paid………………………………………………………….……..713

Total Declared Vacant…………………………………………….. 63

Information Undeliverable……………………………………… 11

Units Uninhabitable – Demolition List……………………. 6

Letters Sent to Landlords for Unpaid Taxes or Sewage 12

Letters Sent to Landlords for Unpaid Taxes……………… 20

Letters Sent to Landlords for Unpaid Sewage………….. 32

Crime Watch is closed until further notice.

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**COMMUNICATIONS: Katherine Handra, Chair/Council Census Committee/Co-Chair**

Read Report for the Month of February, 2020

Just updating all the Boroughs dealing with the Corona Virus the Census that was scheduled at SA event was cancelled. I just want to say something about garbage, 400 Euclid Avenue put everything out to the curb. Not 100% sure if it was picked up.

Dennis Hickman and Elaina Skiba said that it was picked up.

**Public Works – Street and Sewage Departments – Dennis Hickman, Council/Chair**

Read Report for the Month of February, 2020

Public Works Department did Public Works stuff and I need a motion to pay all of the Sewage Department bills.

**Motion: Hickman seconded by Kowalski**

Motion Carried.

**Municipal Building/Properties – Elaina Skiba, President of Council/Chair**

Read Report for the Month of February, 2020

I have no Municipal Building Report at this time.

Obviously, the COG Dinner has been cancelled and along with that Seven Springs has been cancelled.

The other thing was I did ask Kate to put out on Facebook today that the Borough is assisting Seniors and Disabled that if they are self-quarantined, I have a list of volunteers willing to get groceries, prescriptions, and other necessities for anyone in the Borough. They can contact the office during business hours, or myself or the Mayor during non-business hours.

**Safety Committee/Building Inspector-Anthony Colecchi, Council/Chair**

The last Safety Meeting was held on February 27, 2020. The topics were Safety Hazards, procedures in confined spaces, other topics were replacing the sprayer heads at the Sewage Treatment Plant and they found a very cost-effective solution to fix all of that.

The next Safety Committee Meeting will be held on Thursday, March 19, 2020 @ 2:30 p.m.

Confined Space Training will be at 1:30 p.m.

Building Inspector Report is available upon request.

I am looking for grants or donations for AED’s and several municipal buildings and I will keep everybody posted as it comes along. Stay Safe.

**Mayor Keith DiMarco Census Committee Chair**

Going through really quick so that we can get out of here.

Vehicle Maintenance - $486.00

Vehicle Mileages for the month – 5,241

Monies received through Parking, Magistrate, and other fees and fines - $3,497.59

Calls of Service – 348

Arrests – 33

Traffic Stops – 64

All of the UCR’s can be viewed at wwwpaucrs.pa.gov

Received a thank you letter from the Pancreatic Cancer Committee for our donation of $500.00.

In lieu of the COVID-19 we are going to issue a Declaration of Disaster for that virus going around.

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The solicitor, Falco Muscante, said the Mayor has the authority to issue that declaration or proclamation so he can sign and issue that; however, his authority only goes for seven days and Council would have to approve the extension of it for the full thirty days, so my recommendation since we are not going to be meeting until the mid-part of April is to also have Council vote on agreeing with the Mayor and extending the declaration/proclamation that he is issuing. There should be a motion.

Motion to adopt the declaration of disaster due to the COVID-19 Virus.

**Motion: Hickman seconded by Colecchi**

Motion Carried.

Elaina Skiba, President of Council, said just so that everyone is aware some people were feeling that you did not need to do this, but given the fact that we have a wastewater treatment plant, and we have a very limited amount of employees down there, should something happen, and we have to bring in the engineers or something like that to run the sewage treatment plant, I don’t feel that we should have to put that out for bid or anything else. This is why I agreed with Falco’s recommendation to go ahead and declare the disaster.

**REMARKS:**

Kate Handra, Council, asked could I announce on social media that the Mayor and Council did a Declaration of Disaster for Glassport Borough.

Elaina said that would be perfect.

Dennis Hickman, Council, said people are going to ask you what that entails.

Kate Handra, Council said we need to discuss that later.

Dennis Hickman said you may need to get some bullet points from Falco and Elaina Skiba said she would send them to Kate.

**WRITTEN REPORTS OF BOROUGH OFFICIALS:**

**Tax Collector – Jennifer Bell**

Month of February, 2020 - $1,250.00 – Business Privilege Taxes

Report Available Upon Request

**Treasurer’s Report – Rosanna DiMarco**

Month of February, 2020

Report Available Upon Request

**Financial Report – Elaina Skiba, President of Council**

Motion to approve the Monthly Financial Report for February, 2020.

**Motion: Hickman seconded by Kowalski**

Motion Carried.

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Motion to approve and pay General Fund bills for February, 2020 in the amount of $150,210.23.

**Motion: Kowalski seconded by Colecchi**

Motion Carried.

Motion to approve and pay Sewer Revenue bills for February, 2020 in the amount of $53,045.52.

**Motion: Trunzo seconded by Handra**

Motion Carried

We have deed transfers for 6 properties that sold. Deed Transfer Amount Received was $2,771.05.

**Solicitor’s Report – Falco Muscante (Maiello, Brungo and Maiello, LLC)**

**Ordinance No. 1192 – The adoption of the Stormwater Ordinance – Need a motion to consider the adoption of this Ordinance. The solicitor remarked that “I just want to again point out that this was prepared by the Engineer. It is a very technical Ordinance. Our office did not review it, but I have confidence that they have complied with all of the regulations so we need a motion to adopt”.**

**Motion: Hickman seconded by Kowalski**

**To adopt Ordinance No. 1192 – Stormwater Ordinance**

**Motion Carried.**

**Ordinance No. 1194 – Placement of dumpsters and storage units on the sidewalks or in the streets. You do not have to follow this ordinance if you are placing it out of the right of way on the property. It revises the requirements when it is in the right of way so we need a motion to adopt this ordinance.**

**Motion: Handra seconded by Hickman**

**To adopt Ordinance No. 1194.**

**Motion Carried.**

**Resolution No. 1 (3/17/2020) – Vacant Property Program known as Block and Lot Numbers 558-H-9 and we will need a motion for the adoption of the resolution and to have all of the appropriate paperwork approved and signed by the Code Enforcement Officer and the appropriate Borough Officials.**

**Motion: Trunzo seconded by Kowalski**

**To approve Resolution No. 1 (3/17/2020) – Vacant Property Program 558-H-9-717 Delaware Ave.**

**Roll Call Vote: Colecchi, yes; Handra, yes; Hickman, yes; Kowalski, yes; Norelli, absent; Trunzo, yes; Skiba, abstain. 5 yes 1 absent (Norelli) 1 abstain (Skiba)**

**Motion Carried.**

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**Ordinance No. 1195 – Changing the standards when there is an opening in the Streets or Sidewalks. This is requiring, I believe, 20 feet on both sides of the opening and also from curb to curb as opposed to center line to curb. Those are the changes and we need a motion to adopt that ordinance.**

**Motion: Colecchi seconded by Trunzo**

**Motion Carried.**

**Resolution No. 2 (3-17-2020) – Vacant Property known as Block and Lot Numbers 558-C-379**

**Will need a motion for adoption of this resolution and have all necessary paperwork approved and signed off on by the Code Enforcement Officer and Borough Officials.**

**Motion: Kowalski seconded by Trunzo**

**To approve Resolution No. 2 (3/17/2020) – Vacant Property Program 558-C-379 – 705 Vermont Ave.**

**Motion Carried.**

Solicitor said not quite sure what this next motion is for. Help me understand what the status is.

Elaina Skiba said so this subdivision plan for 427 & 429 Monongahela Avenue is actually being reviewed right now by the Engineers if I am correct and it needs to be approved by them and the Planning Commission. They share a sewer line. Elaina asked if Council can approve this with the Planning Commission and Engineer’s recommendations?

Dennis Hickman, Council said I don’t know that you can approve this with a common sewer line. They only have one sewer line, they have to put another one in.

The solicitor said I am not comfortable until we actually get those recommendations.

Elaina Skiba said she is going to table this until the engineers have the proper time to review this.

Motion to approve the Settlement Agreement and Release for Civil Action No. 2:19-cv-01317 in the United States Court for the Western District of Pennsylvania contingent upon receipt and acceptance of the resignation of Employee No. 317. If there are any questions on this, we would have to go into Executive Session to discuss it.

**Motion: Hickman seconded by Kowalski**

To approve the Settlement Agreement and Release for Civil Action No. 2:19-cv-01317 Employee 317.

**Roll Call Vote:**  **Colecchi, yes; Handra, abstain; Hickman, yes; Kowalski, yes; Norelli, absent; Trunzo, yes; Skiba, yes. 5 yes 1 absent (Norelli) 1 abstain (Handra)**

Motion Carried.

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**COMMUNICATIONS: Elaina Skiba, President of Council**

1. We have received the 2020 Liquid Fuels Tax Payment in the amount of $138,813.51 which was deposited into the INVEST Account.
2. The Liquid Fuels Auditor performed an audit on Monday, March 2, 2020, and all records were noted in a positive status. A follow up report will follow from the auditor.
3. The CSX Permit is almost complete and the permit fee would be $9,100 after waiving the railroad protective liability fee. The Borough is looking into the possibility of having this fee waived in conjunction with the grant for the repair/replacement of the Lincoln Street CSO Project.
4. A request has been made to temporarily close 8th Street from Monongahela to Oak Alley next to the “Dari Delite” on Saturday, April 18 from 10 am to 5 pm for the grand re-opening of the ice cream store. There will be a DJ, BBQ Food and many other fun things.

**Motion: Handra seconded by Colecchi**

To approve this request to temporarily close 8th Street from Monongahela to Oak Alley.

Motion Carried.

1. Received a letter back from Great American Insurance Group regarding the tour of the Borough Office, Council Chambers, Basement, Upstairs, and Police Station. All of the recommendations have been taken care of or are being taken care of and were reported back to the insurance company.
2. Steel Rivers COG is having their 2020 Annual General Assembly Dinner Meeting on Thursday, March 26 at The Sunset Room in Elizabeth. Meeting will be called to order at 6:30 p.m. The school board has been invited to attend this meeting. This has been rescheduled for October 1.
3. There will be a training class at Seven Springs on May 12 and 13 regarding the Low Volume Road Grant.

**REMARKS:**

Dennis Hickman, Council, said he can almost say that he could go to this now because he may not have a job in a month.

Elaina Skiba, President, said if this is not cancelled, there will be someone from the Borough attending because we need this class in order to apply for the grants for the low volume roads.

Kate Handra, Council, said that she is actually off those two days if you need someone.

Dennis Hickman, Council asked can she take it instead if I am back to work?

Elaina Skiba said if one of us can go yes and if not, we will find an alternate. Just because it is regarding the Public Works Department.

Kate Handra said I am just letting you know that I am available. If you need a representative I will go.

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Regular Monthly Meeting agendas will now be posted and available 24 hours in advance.

**NEW BUSINESS:**

Motion to consider that a letter be sent to Cover All Cleaning Company to sever the ties for their cleaning services. That letter will be out hopefully next week.

**Motion: Hickman seconded by Kowalski**

**Motion Carried.**

Motion to complete the Membership Application with the Mon Yough Area Chamber of Commerce.

**Motion: Handra seconded by Trunzo**

**Motion Carried.**

Motion to approve Pay Application No. 2 for A Merante Contracting, Inc., in the amount of $5,378.12 under Contract 2019-01 for emergency repairs to the force main at Naomi Avenue Pump Station. Our Engineers have approved this application for payment.

**Motion: Hickman seconded by Kowalski**

**Motion Carried.**

Motion to advertise for the 2020 Emergency Annual Storm and Sanitary Sewer Repair Contract.

The engineers are going to take care of this.

**Motion: Hickman seconded by Handra**

**Motion Carried.**

**IN THE EVENT THAT THE NATIONAL, STATE AND COUNTY STATE OF EMERGENCY REQUIRES THE CANCELLATION OF SCHEDULED COUNCIL MEETINGS, MOTION TO AUTHORIZE THE PROPER BOROUGH OFFICIALS TO PROCESS AND PAY ALL REGULAR PAYROLL, BILLS AND DEBTS OWED BY THE BOROUGH WHICH BECOME DUE DURING THE STATE OF EMERGENCY SUBJECT TO RATIFICATION BY BOROUGH COUNCIL.**

**Motion: Handra seconded by Kowalski**

**Motion Carried.**

**Motion to adjourn to the call of the chair.**

 **Motion: Trunzo seconded by Handra**

**Motion Carried.**

**Executive Session for personnel and litigation matters.**

**Submitted by: March 24, 2020 Approved by:**

**Nancy M. Piazza-Whaby, Borough Secretary Elaina Skiba, President of Council**