**REGULAR MONTHLY MEETING**

**BOROUGH OF GLASSPORT**

**TUESDAY, JUNE 16, 2020**

**BOROUGH COUNCIL CHAMBERS**

**MINUTES**

**Prior to the meeting Zoning Board candidates were interviewed at 6:45 p.m.**

**Elaine Colecchi submitted a letter for Zoning Officer. Letter on file.**

**Robert March submitted a letter for a position on the Zoning Hearing Board. Letter on file.**

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

**Pledge of Allegiance**

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

**Motion: Handra seconded by Hickman**

**To accept the letter of interest from Elaine Colecchi as the Zoning Board Officer for the Borough of Glassport.**

**Motion Carried.**

**ROLL CALL: Colecchi, abstain (family member); Handra, yes; Hickman, yes; Kowalski, yes; Norelli, yes; Trunzo, yes; Skiba, yes**

**Elaine Colecchi – 6 Yes and 1 Abstain**

**Motion: Handra seconded by Trunzo**

**To appoint Robert March for a position on the Zoning Hearing Board.**

**Motion Carried.**

**ROLL CALL: Colecchi, yes; Handra, yes; Hickman, yes; Kowalski, yes; Norelli, yes; Trunzo, yes; Skiba, yes**

**Robert March – 7 Yes**

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

**APPROVAL OF MINUTES:**

**Motion to approve the Minutes of the Regular Monthly Meeting held on Tuesday, May 19, 2020.**

**Motion: Colecchi seconded by Kowalski**

**Motion Carried.**

**Motion to approve the Minutes of the Safety Committee Meeting held on Thursday, May 28, 2020.**

**2**

**Motion: Colecchi seconded by Norelli**

**Motion Carried.**

**Motion to approve the Planning Commission Minutes of Monday, June 8, 2020.**

**Motion: Handra seconded by Trunzo**

**Motion Carried.**

**COMMITTEE REPORTS:**

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

There is some training being conducted – I talked to the Chief today.

The tentative re-open date of the Senior Citizens Center is Monday, June 29th at 8:30 a.m. Meals will be brown bag lunches for the first few weeks.

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

The delinquent tax collections for this year are $91,943.80

Residents are urged to take advantage of the 2% discount when paying their current real estate taxes.

We have a total of 210 military banners that are on display along our main street area. If you are interested in placing an application for a banner, the applications are available at the Borough Office.

We will be meeting with Keystone Collections regarding the current and delinquent per capita tax and the current and delinquent earned income tax.

Our Borough Office is now open to the Public. Please wear a mask when you enter the Municipal Building on Monongahela Avenue. If you have any questions or concerns, please call the office.

In house sewage collection is $8,625.00 in penalties and interest. As of May 31, 2020, $46,581.00 in delinquent sewage was collected.

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

Reality Tour has not met over the last couple of months due to the COVID episode.

National Night Out will be held on October 2 in the Honor Roll and we will honor the first responders.

We are currently signing children up for Kick Ball. We have 30 sign ups with about 4 or 5 more to go. Tentatively going to start on July 1 and we are running into a few issues with baseball which we will have a meeting to get straightened out.

**Communications – Kate Handra, Chair/Council Census Committee/Co-Chair**

Green Grocer is coming back in July on the 2nd and 4th Tuesday of the month from 2-4 p.m. July 14 & 28

**3**

The food trucks are every other Friday. DelVecchio will be here most likely every time. Popcorn and wine will be here. The other one has Caribbean, tacos and burgers.

Now that we are green, the masks are not required.

Census – we are doing a competition to see who has the higher percentage of census takers. Please fill out your census forms. The first-place winner gets over $1,000 to use or $4,000 for parks and recs.

We used to have a Community Bulletin. I have one actually ready and I will be putting that back out again.

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

Street Department Report – Month of May, 2020 report read

Turn water on at 9th Street Ballfield, removed falling light pole and fixed fence on 3rd base dugout, put up military banners, open/close youth center for school, unload Salvation Army truck, Hauling millings from the dump to sewage plant, clean tops of catch basins, ran street sweeper, cut under trees on main street, cut weeds, cut lots, dated fire extinguishers, maintenance on trucks and backhoe, pick tv’s up, cold patch, built frame for senior graduation, put up American Flags.

Motion to hire two summer seasonal part time workers.

Motion: Handra seconded by Norelli

Roll Call: Colecchi, yes; Handra, yes; Hickman, yes; Kowalski, abstain (relative); Norelli, yes; Trunzo, yes.

6 yes and 1 abstain (Kowalski)

Dennis Hickman said that the park needs weeded and raked. That is where these two part time workers will be working. The potholes in the parking lot will be fixed.

The part-time help will be making $10 an hour.

**Sewage Department Report for May, 2020**

EXPENSES MAY, 2020………………………………$ 47,895.50

EXPENSES JAN. – APRIL……………………………$268,246.87

EXPENSES YEAR TO DATE…………………………$316,142.37

RECEIPTS MAY, 2020………………………………..$ 67,517.32

RECEIPTS JAN. – APRIL, 2020…………………..$ 292,561.51

RECEIPTS YEAR TO DATE………………………….$ 360,078.83

Total Delinquent Sewage and Delinquent Charges collected to date………..$102,600.70

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

**4**

Updates on grant applications:

CDBG45 Grant for the demolition of 501 Monongahela Avenue – Contract is being circulated for signatures and the bid will include full structural demolition and asbestos abatement.

CDBG45 Grant for the CSO Regulator – Going out for advertisement June 19 and June 26. Bid opening will be July 10 at the COG office.

DCED Blight Remediation Program is due July 31. New grant through the County. We have 8 going out.

COG is doing application and 10% match on the Borough’s end. COG is trying to get that waived for us.

$25,000 to $300,000

CDBG46 – Denied demo but received the paving of 500 to 800 blocks of Indiana Avenue - $177,623

The Borough has the paperwork and we will be sending this to the County.

Grab and Go Meal for the kids for the summer. Working with Lisa Duval with the school. They will be using the Youth Center. Ages are 18 and under.

Glassport Helping Glassport – Families in Need – We reached out to the School District and that is where we got the names with the help of the Salvation Army. We delivered to 35 families the first time. They got three different meals. Thank everyone who has donated and volunteered.

Dave Kowalski, Councilman, said we need to give credit to Elaina, Anthony and Kate, who put this together and I got to see firsthand and we should be thankful on what they are doing.

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

Safety Committee Meeting was held on May 28, 2020 by East Coast Risk Management. We had 7 attendees and discussed heat related issues, insect and reptile bites. The next meeting will be held on June 25 @ 2:30 p.m.

A letter was sent to East Coast Risk Management terminating their services. Their contract is up in July.

A letter was sent to Encova to change our broker of record to John Lee.

Bldg. Inspector report is available upon request.

**Mayor – Keith DiMarco**

**Report for the Month of May, 2020 – Police Report**

**Vehicle Maintenance**

**16 Utility $70.00 – Repair LF window track**

**15 UM $39.95 – Oil Change**

**$109.95 7,280 Total mileage**

**5**

**$ 722.68 – Total Magistrate Court Reports**

**$ 1,056.40 – Total Receipts Collected**

**Calls for Service – 560 Traffic Stops 32**

**Arrests - 44 Citations Issued 5**

**Reportable Off. - 40 Non-Traffic Citations 68**

**Warrant Arrests - 9 Ordinance Complaints 57**

**Reportable Accidents 1**

**Non-Reportable 1**

**All UCR Reports available Upon Request or Can Be Viewed at** [**http://www.paucrs.pa.gov/**](http://www.paucrs.pa.gov/)

**Thank you to Jonathan Petrick and Lauren Martin for providing lunch for the officers.**

**Smoke Monitor and Installation of the Devices. We had two bids that came in.**

1. **Greenwood –**

**Installation is $499.00 ($30 a month to monitor)**

1. **Barrier**

**Installation is $389.70 ($30 a month to monitor)**

**Motion to go with Barrier.**

**Motion: Hickman seconded by Handra**

**Motion Carried.**

**Delay exit push bar**

**Colecchi Lock and Safe – only one that bid - $1300 for equipment + $300 for lever handles and labor**

**Motion: Kowalski seconded by Handra**

**Motion Carried.**

**Colecchi, abstain (Owner of Company); Handra, yes; Hickman, yes; Kowalski, yes; Norelli, yes; Trunzo, yes; Skiba, yes**

**6 yes 1 abstain (Colecchi)**

**WRITTEN REPORTS OF BOROUGH OFFICIALS:**

**Jennifer Bell -Tax Collector – Report Available Upon Request.**

**Collections for May were $266,156.89 which includes one Business Privilege.**

**Treasurer’s Report – Rosanna DiMarco – Report Available Upon Request**

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

**6**

**Motion to approve the Monthly Financial Report for May, 2020**

**Motion: Hickman seconded by Kowalski**

**Motion to approve and pay General Fund bills for May, 2020 in the amount of $126,848.08.**

**Motion: Colecchi seconded by Trunzo**

**Motion Carried.**

**Motion to approve and pay Sewer Revenue Fund bills for May, 2020 in the amount of $75,291.48.**

**Motion: Kowalski seconded by Hickman**

**Motion Carried.**

Deed Transfer Monies Received - $1,112.30 (5 new owners, 1 Sheriff Sale, 2 family transfers) 415 Euclid, 322 N. Monongahela, 1007 Delaware, 1904 Ola, 123 Monongahela, 216 Euclid, 401 Ohio, 1036 Delaware.

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

**Subdivision Plan (Consolidation of lots) – Glassport Real Estate LLC known as the Hot Spot Development**

**We did receive very late this afternoon the report from the engineer so we are going to add to this motion conditional upon the recommendations of the engineer. This must be submitted to the DCED and we do not have their recommendation so we have to add this also to the motion.**

**Motion to approve the simple subdivision/consolidation of lots for the Glassport Real Estate LLC development located at 539 Monongahela Avenue conditioned on compliance with all recommendations of the Borough engineer and the County Department of Economic Development**

**Motion: Trunzo seconded by Colecchi**

**Motion Carried.**

**Motion to accept the recommendations of the Borough Planning Commission and approve the minor land development application of Glassport Real Estate, LLC for the development at 539 Monongahela Avenue, conditioned on the applicant obtaining all necessary variances from the Borough Zoning Hearing Board and complying with all recommendations of the Borough Engineer.**

**Motion: Trunzo seconded by Handra**

**Motion Carried.**

**A Zoning Hearing will be held on Wednesday, June 24, 2020 at 6:00 p.m., for the application that was submitted by Glassport Real Estate LLC, for variances to the construction of a Hot Spot Convenience Store at 539 Monongahela Avenue.**

**The Borough of Glassport Audits for 2019 have been advertised under the legal ad section of the Valley Mirror. A complete copy of the 2019 Annual Audit and Financial Report is available for public review at the Borough Office.**

**7**

**Resolution No. 1 (6/16/2020) – Disposal of Borough Records – 114 items**

**Motion: Norelli seconded by Hickman**

**Motion Carried.**

**Establishment of certain policy and procedures to be considered for passage by Council. Everyone has received a copy. These will be included in the Personnel Manual.**

* **Policy on Suspected Misconduct and Dishonesty**
* **Municipal Credit Card Use Policy**
* **Residential Rental Procedures**

**Motion for Council to approve these policies.**

**Motion: Handra seconded by Colecchi**

**Motion Carried.**

**Question:**

**Handra asked why were these policies and procedures pulled? Did something happen?**

**Elaina Skiba said we have never had any policies along these lines so we started a Policy and Procedure package. A lot of these you can find on line. Nancy and Andrea had already been working on the Residential Rentals. These will be in the procedure manual.**

**The Auditors recommended that we adopt these policies.**

**Comments from the Public:**

**David Meckel – 105 Fern Way – I am here for your fireworks Ordinance and for a permit for the 2nd, 3rd, 4th and 5th of July. These would be for display fireworks. You have no points of contact and have and have nots to know what I can set off in my yard. You have a sparkler classified as a firework.**

**You are taking fireworks out of Glassport all together. You only have it two days a year. Nothing in between. Only on the Fourth of July and New Year’s Eve.**

**You could rent people the space and you can go down by the river and set them off and you have to clean up your mess. People are not aware of a fireworks ordinance.**

**Elaina Skiba, President said every ordinance is advertised and it is available online.**

**Dave Kowalski, Council, said if you went down to the river and set them off there would be no complaints. This was set up to honor the complaints from people that are complaining.**

**Dave Meckel said you can still sell a permit and at least you would know who was doing it.**

**8**

**Kate Handra, Council said we can revisit it to change it.**

**Elaina Skiba, President said we will take it under advisement. Mr. DeVerse planned on coming to your residence to take care of this.**

**Dave Meckel said you could actually make some money on this.**

**Dennis Hickman, Council, said you are actually one of the only ones that want to do this legally.**

**Dave Meckel said if you want to see my launch site, I will gladly show it to you.**

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

**Motion: Trunzo seconded by Hickman**

**Motion Carried.**

**Submitted by:**

**BOROUGH OF GLASSPORT**

**Nancy M. Piazza-Whaby**

**Borough Secretary**

**Approved by:**

**BOROUGH OF GLASSPORT**

**Elaina Skiba**

**President of Council**

**Dated: July 13, 2020**