**REGULAR MONTHLY MEETING**

**TUESDAY, JULY 21, 2020**

**7:00 P.M.**

**BOROUGH COUNCIL CHAMBERS**

**MINUTES**

**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.

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

**APPROVAL OF MINUTES:**

**Motion** to approve the Minutes of the Regular Monthly Meeting held on Tuesday, June 16, 2020.

Motion: Handra seconded by Colecchi

Motion Carried.

**Motion** to approve the Minutes of the Safety Committee Meeting held on Thursday, June 25, 2020.

Motion: Colecchi seconded by Kowalski

Motion Carried.

**Motion** to approve the Zoning Public Hearing minutes held on June 24, 2020.

Motion: Handra seconded by Trunzo

Motion Carried.

**Motion** to declare the structures at 703 Vermont Avenue, 900 Indiana Avenue as dangerous structures and public nuisances subject to demolition under Ordinance No. 5-401 and the International Property Maintenance Code.

Motion: Kowalski seconded by Hickman

Motion Carried.

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

**REMARKS:**

The solicitor, Falco Muscante, stated with regard to the other two properties our office as of this afternoon still had not received the agreements that the owner had promised. The attorney for the owner was in court and asked for an extension of time. We have concerns that the agreement is not going to be signed in a timely manner but we said we would be willing to grant them some additional time to review and sign it through this Monday. We did inform them that we were going to still vote on condemning those two properties subject to the agreement being in place by Monday. We will need a motion to declare the structures 214 & 216 North Monongahela Avenue as dangerous structures and

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public nuisances subject to demolition under Ordinance No. 5-401 of the International Property Maintenance Code subject to an acceptable repair agreement being entered into by Monday, July 27, 2020.

**Motion:** Handra seconded by Norelli

Motion Carried.

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

**COMMITTEE REPORTS:**

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

No Fire Hall Report. No Senior Citizens Report due to the COVID.

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

Delinquent Sewage for the Month of June - $21,077.00

Penalty and Interest……………………………………$14,411.23

Total Collected……………………………………………$35,488.23

YTD Delinquent Sewage Collected………………$77,096.70

Penalty and Interest……………………………………$60,992.23 (Would have been paid to the collection agency)

Total Collected………………………………………….$138,088.93

Delinquent Taxes for June………………………….$ 20,920.44

Year to Date Delinquent Taxes Collected…..$112,086.24

We have 214 Military Banners displayed throughout the Borough. Applications are available at the Borough Office.

Motion to adopt the Job Descriptions and List of Essential Functions for the positions of Borough Secretary and Assistant Borough Secretary/Finance Clerk.

**Motion**: Kowalski seconded by Hickman

Motion Carried.

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

**Parks & Recreation – David Kowalski, Chair/Council**

Report from Code Enforcement for June, 2020

Total of 46 citations sent out.

During this month there are 7 non-traffic citations issued and 64 property citations.

Crime Watch – National Night Out – First Tuesday in October.

Due to COVID there will be no kickball this summer for the safety of the children.

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

Dumpster Days for Glassport Residents only August 1 & 2

Food Truck Service on every other Friday and will be posted on social media.

Census competition – waiting on a list from Jefferson Regional

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

Fixed fence and gate at 9th St. Ballfield

Installed new door at ballfield utility room

Put millings on road coming into ballfield parking lot

Open/Close youth center for school

Replaced broken sign pole at 9th & Ohio

Put up & down American Flag’s for Flag Day

Clean tops of catch basins

Ran street sweeper/vactor

Went to Salvation Army for food

Cut Weeds

Cut lots, Honor Roll, Police Station, Youth Center

Changed furnace filter’s at borough building

Dated Fire Extinguishers

3 One Calls

Washed Trucks

Maintenance on Vehicle and Equipment

Graveled Liberty Road off of Edmundson

Rebrick and installed new top inlet on catch basin at 7th & Vermont Avenue

Sink hole at 7th & Peach cameraed – fill and patched

Cut River Band at Harrison Street – Please clean up after if you are fishing

Sewage Report is on file if anyone wants to see the numbers.

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

Incident at Youth Center where tractor trailer truck took out the sidewalk – We didn’t put this out for bid but I asked four companies for prices and only received one price.

Motion to accept Riverside Construction Company Bid to repair the concrete sections and remove the sewer manhole cover and replace all the concrete that is cracked up there with 6” of concrete and 1/2” rebar for $3,500.00.

**Motion:** Kowalski seconded by Hickman

Motion Carried.

The AIU should be starting back up and we can’t have that situation up there.

Dennis Hickman remarked if anyone ever sees a tractor trailer up in that area, please call the police.

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

Safety Committee met on June 25 and there were 13 in attendance. Topics discussed were venomous and non-venomous snakes and how to identify them. Computer eye strain and office ergonomics were also discussed. The next Safety Meeting will be on Thursday, July 23 with East Coast Risk Management with Flagger Training at 1:00 p.m. for Public Works and the regular Safety Meeting will be at 2:30 p.m.

There is a new broker of record for the Workman’s Compensation policies – John Lee Insurance. We went from $60,003 down to $48,063. Thanks to John Lee for this savings. We will have the SWIF numbers next month.

The Building Inspector Report is available upon request at the Borough Office.

**Mayor Keith DiMarco Census Committee Chair**

Vehicle Date Amount Invoice Vendor Repair Description

16 Utility 6/12/2020 $ 61.86 9761 Paul’s Air Filter

17 Utility 6/18/2020 $ 191.78 9774 Paul’s Tire Pressure Sensors

Vehicle Mileage End Mileage Miles Used

15 UM 38,587 861

16 Utility 94,174 1,001

17 Utility 58,773 1,435

19 Utility 17,921 1,139

20 Utility 2,456 1,010

Total Miles 5,446

 **Magistrate Court Report**

Parking Meters $159.00 Ordinances $ 408.70

Parking Violations $ 80.00 Crimes Codes $ 468.86

Total $239.00 Vehicle Code $ 770.00

 **Total $1,647.56**

**Calls for Service 647 Clerk of Courts $1,460.09**

**Arrests 39 Report Fees $ 30.00**

**Reportable Offenses 37 Magistrate Fees $1,647.56**

**Warrant Arrests 6 Parking/Meter $ 239.00**

 **Total $3,376.65**

**Traffic Stops 43**

**Citations Issued 14**

**Non-Traffic Citations 20**

**Ordinance Citations 62 Reportable Accidents 3**

**Ordinance Complaints 55 Non-Reportable Accidents 4**

**Notes: June UCR Reports Available Upon**

 **Request or Can Be Viewed at**

[**http://www.paucrs.pa.gov/**](http://www.paucrs.pa.gov/)

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We received a retirement letter from Officer Todd Kiggins after 20 years of service.

Mayor Keith DiMarco said that the Borough should take recognition of this at the National Night Out.

Kate Handra said we could give him a Certificate of Appreciation for 20 years of service at the next meeting and invite him to the meeting.

The Mayor said there were two busts in town – one on Allegheny and one on Ohio in conjunction with the Attorney General’s Office. Resulted in 4 arrests.

Motion to accept Todd Kiggins resignation.

**Motion:** Handra seconded by Trunzo

Motion Carried.

**WRITTEN REPORTS OF BOROUGH OFFICIALS:**

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

**Collections for the Month of June, 2020 - $651,532.05**

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

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

**Motion** to approve the Monthly Financial Report for June, 2020.

**Motion:** Colecchi seconded by Trunzo

Motion Carried.

**Motion** to approve and pay General Fund bills for June, 2020 in the amount of $135,482.31.

**Motion:** Kowalski seconded by Norelli

Motion Carried.

**Motion** to approve and pay Sewer Revenue bills for June, 2020 in the amount of $91,816.65.

**Motion:** Hickman seconded by Colecchi

Motion Carried.

Deed Transfer Monies Received - $504.21 (3 new owners, 1 Sheriff Sale, 1 Family transfer)

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

**Resolution No. 1 – (7/21/2020) – Disposal of Records from June 1, 2020**

**Motion:** Handra seconded by Colecchi

Approved based on the small revisions being taken care of.

Motion Carried.

**Resolution No. 2 – (7/21/2020) – Fireworks Display Permit Fees - $10 a day for consecutive days with a minimum of $25.00**

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**Motion:** Handra seconded by Trunzo

Motion Carried.

Zoning Officer position description.

**Motion:** Handra seconded by Trunzo

Motion Carried.

**Resolution No. 3 (7/21/2020) – Jr. Council Set Up Program**

**To establish a Jr. Council Program sponsored by PSAB and requires a resolution to establish the program.**

**Motion:** Handra seconded by Norelli

Motion Carried.

**Resolution No. 4 (7/21/2020) – Appointment of 1st Jr. Council Person of Glassport Borough**

**We cannot vote on this today because we need to advertise this and we will interview and appoint.**

**We will make this known to the school district. They may have interested Borough residents. We will hold this resolution until next meeting with the same number and date.**

**Motion:** Kowalski seconded by Handra

To advertise the position and interview candidates.

Motion Carried.

**Resolution No. 5 (7/21/2020) – Modifying the Resolution for the terms and conditions of employment of the Borough Secretary and Assistant Secretary.**

**Motion:** Norelli seconded by Trunzo

Motion Carried.

Council has made changes to the job descriptions for the Chief and Assistant Chief of the Police

To adopt the revisions to a portion of Chapter 5 of the police manual dealing with organizational hierarchy and the job descriptions sections of that chapter. This is open to public comment.

**Motion:** Handra seconded by Hickman

Motion Carried.

**ROLL CALL VOTE:** Colecchi, yes; Handra, yes; Hickman, yes; Kowalski, no; Norelli, no; Trunzo, no; Skiba, yes.

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

A letter from the Pa. Department of Environmental Protection regarding the Waste Management door-to-door household hazardous waste collection program. The Borough of Glassport has received approval from July 6, 2020 to February 28, 2021.

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A letter from the South Allegheny Football Boosters and the South Allegheny Football Team inviting Borough Officials to become a part of the Gladiator Family by becoming a 2020 sponsor. A motion to purchase a full-page ad for $250.00.

**Motion**: Norelli seconded by Kowalski

Motion Carried.

A letter from the South Allegheny Band President asking for a donation to the band due to the current pandemic the fundraising efforts are down. They are offering a free ad in the festival program in exchange. Need a motion to make a donation to the SA Band for $250.00.

**Motion:** Handra seconded by Kowalski

Motion Carried.

A letter from the Department of Transportation that the Borough has taken the necessary steps to be in compliance with Liquid Fuels Tax Fund rules and regulations for the report ending December 31, 2019 which was audited by John Weaver, CPA.

**NEW BUSINESS:**

Received a letter from Steel Rivers COG regarding the CD46 Road Reconstruction – additional CDBG Allocation of $100,000 for (Liberty St. from Edmundson to dead end – estimated construction cost $10,879. Indiana Avenue from 5th to 8th St. – estimated construction cost $177,623.00 that we have been approved. The total CD funding allocation has been increased to $125,000 and the total estimated construction cost is $188,502. The balance of general construction cost, all engineering and any other costs will be the responsibility of the Borough as a local share. Motion needed to accept the local share portion for the 5th to 8th Street on Indiana Avenue only and to reject the Liberty Street allocation.

**Motion:** Colecchi seconded by Norelli

Motion Carried.

Allegheny Global Environmental, Inc., has provided a cost estimate for a written report of asbestos containing properties. The survey cost is $600.00 per house for the following houses:

409 Ohio, 641 Delaware, 624 Indiana, 703 Vermont, 623 Delaware, 730 Maryland, 900 Indiana, 214 N. Monongahela, 216 N. Monongahela, 519 Delaware, 813 Peach, 743 Vermont.

The survey cost is $500.00 per house for the following houses:

403 Erie and 508 Cypress

Total Survey Cost for all 14 houses is $8,400, but if all 14 houses are awarded at the same time a 10% discount will be applied - $7,560.00. There is a DCED Grant for Blight Remediation and Glassport is going in on this grant. COG is doing the paperwork for us. There is an asbestos survey required.

**Motion**: Trunzo seconded by Hickman

Motion to accept these asbestos studies being performed by Allegheny Global Environmental, Inc.

Motion Carried.

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Motion to designate official addresses for the Cell Phone Towers which is a 911 high priority, with the entrance being at the cross-street Washington Boulevard and to notify whoever owns the tower to place a sign where they could see where to enter.

558-M-306-T1 – owner by PITTSBURGH SMSA LP – Recommend 171 Patterson Way

557-F-10-T2 (not yet assessed) – SBA Tower – Site ID PA40270-T – 181 Patterson Way

**Motion:** Handra seconded by Hickman

Motion Carried.

Motion to approve the bid from Jet Jack in the amount of $217,250.00 for the CSO Regulator Improvement Project. They were the low bidder and the bid has been reviewed and is accurate and complete according to KLH Engineers and the Borough commits to the local share of project costs.

**Motion:** Hickman seconded by Kowalski

Motion Carried.

**CONCERNS AND REQUESTS:**

**William Donofrio – 300 North Monongahela Avenue – Resident for 80 years**

**KDKA News stated that people are getting sick from the virus in their homes. When the air comes in from the filter of your air conditioner it brings the virus right into your home. We have a product called Surface Guard and you spray it on your filter and the inflow protect it for 90 days. The cost is $24.95. This product is EPA approved. Safe and non-toxic USDA approved. You can use it on your counters. Any filters for the vehicles for schools, work places, etc. We also have a face mask that lasts for 90 days for infectious germs and you can wash it 24 times. The cost is $19.95 in black and white. I will leave the literature here at the Borough. This is non-toxic.**

Everyone should have received a Community Youth Center spreadsheet on Receipts versus Expenses. Something for you to review with the possibility of the YMCA using the building.

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

**Motion:** Trunzo seconded by Handra

Motion Carried.

Submitted by: Borough of Glassport

Nancy M. Piazza-Whaby Elaina Skiba

Borough Secretary President of Council

Dated: July 29, 2020