**REGULAR MONTHLY MEETING**

**TUESDAY, DECEMBER 15, 2020**

**7:00 PM**

**BOROUGH COUNCIL CHAMBERS**

**MINUTES**

**Join ZOOM Mtg:** [**https://us04web.zoom.us/j/76224401212**](https://us04web.zoom.us/j/76224401212)**?**

 **Pwd=TkxPN1JvSmdid0RuNG5vOG14cFkzdz09**

 **Meeting ID: 762 2440 1212**

 **Passcode: 2m05B5**

**6:30 PM – Retiring Representative Bill Kortz and newly elected Representative Nick Pisciottano were present – Welcome aboard to Representative Pisciottano and Best of Luck to Representative Kortz.**

**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, was on speaker phone; Trunzo, present; Skiba, present; Kassady Burke, present through ZOOM; Mayor DiMarco, present.**

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

**APPROVAL OF MINUTES:**

**Motion** to approve the Regular Monthly Meeting Minutes of Tuesday, November 17, 2020.

Motion: Kowalski seconded by Trunzo

Motion Carried.

**Motion** to approve the Safety Committee Meeting Minutes of Thursday, November 19, 2020.

Motion: Colecchi seconded by Kowalski

Motion Carried.

**COMMITTEE REPORTS:**

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

Nothing to report on the fire hall for this month.

Senior Citizens Center remains closed keeping it safe for everyone.

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

Total Year to date Delinquent Borough Real Estate Taxes collected by MBM Collections……..$184,029.83

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The offices are still closed to the public for the safety of the employees until further notice.

We will start taking applications for the Military Banner Program in April, 2021. If you would like to order an additional banner for your yard the cost is $10.00.

We continue to make more room in our filing systems by disposing of older qualified records. Every month we have a listing of the records that will be disposed of by resolution.

We now have COVID 19 Workforce Policies in place which every employee has received a copy. This policy will be included in the Borough Employee Policy and Procedure Manual.

We continue to take temperature checks everyday of the employees and records them on a calendar sheet.

**Police Department/Reality Tour, Crime Watch, Parks & Recreation – Dave Kowalski, Council/Chair**

The Mayor read the Police Report.

The Code Enforcement Report for the Month of November, 2020 is as follows:

There were 24 letters sent out and 5 citations issued – 1 Towed Car – Fines issued in the amount of $1,300 to the Borough.

As far as the lights at the ballfield, no one got back yet with an estimate from baseball.

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

Sending out letters to firemen for Christmas. We are trying to get the Seniors still waiting on the list.

Letters to Santa are to be placed in the mailbox in the Honor Roll.

December 20 is when Santa will be going around on the fire truck.

Today is the last day to sign up for the holiday house decorating contest. We have 18 people that signed up.

Kate said that she participated in the Social Media Webinar.

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

Read the Street Report for the Month of November, 2020

The Street Department did a nice job on the Memorial Park for Christmas.

If there is snow tomorrow, please try to clean your sidewalks and if there is a fire hydrant around your property, please try to clean around it for the first responders in case of an emergency.

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**Motion** to transfer $25,000 from the Sewer Revenue Fund to the Sewer Maintenance Fund.

Motion: Kowalski seconded by Trunzo

Motion Carried.

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

Safety Committee met on Thursday, November 19, 2020 and eleven attended. Topics included how to prevent injuries during winter time.

The Safety Training for 2020 will be held on Thursday, December 17, 2020 @ 2:00 p.m. in the Borough Council Chambers conducted by Ray Adams, Encova Insurance.

I participated in a webinar on November 30 for Zoning through the PA State Association of Boroughs.

The Building Inspector’s report is available upon request in the Borough Office.

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

**2nd Annual Polar Bear Plunge – Glassport American Legion – Benefits guardian angel service dogs for Veterans.**

**Motion** to donate $200 to the American Legion for the Annual Polar Bear Plunge.

Motion: Hickman seconded by Kowalski

Motion Carried.

We have a COVID 19 Workforce Policy that the solicitor had drawn up for all of the employees. All employees have been given a copy. This just outlines what you are to do if you are an employee. There are general orders and police officer orders. It states if you are in contact with someone that has COVID what you are to do and if you test positive what you do and how long before you can come back to work.

**Motion** to ratify this Workforce Policy.

**MOTION:** Colecchi seconded by Handra

To accept the COVID 19 Workforce Policy.

Motion Carried.

If anyone should be off for COVID and receiving COVID pay, the office will be coding it a different way in the event we should ever get the opportunity to apply for another CARES grant it will be easier for payroll to track.

I would like to thank Councilman Norelli, Chair of Delinquent Taxes

To date we were still able to collect $184,029.08 in delinquent Borough Real Estate Taxes.

We have appointed the first Jr. Council Person – Kassady Burke, Senior at South Allegheny and she will learn how the Borough operates and will keep the Borough updated on information on the school district.

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Our Veteran Banner Program has now reached 215 banners.

I would like to thank Councilman Colecchi, Chair of the Safety Committee

The Safety Committee has been brought in house, saving the Borough $18,000 a year. He oversaw the repairs being made to the Borough Building and by bringing all of the insurance under one plan it has given us a discount on our rates. We brought our Workers Comp insurance to our local agent, John Lee. We had a savings of $84,000.

We now have a complete Zoning Board and Zoning Officer saving costs and fees to the Borough.

I would like to thank Art Patel for his patience, his perseverance and dedication to Glassport. Because of Art, Glassport has a brand-new building on the main street housing a Hot Spot Convenience store.

Our police department is close to finishing the police accreditation. In the early part of 2021, we will be proud to say that we have one of the few accredited departments in our area.

In working with the school district and the YMCA, we created a learning POD for students at the Youth Center. This program supports fifteen students, they are provided with a safe learning space, staffed to help them with their virtual learning and activities to engage the students before and after school. Breakfast, lunch and a healthy snack are also provided to each student and this is in addition to the AIU kids that are already in the Pre-K program up there that has been up and running.

We worked with US Steel, Clairton plant, to move on with the Community Advisory Panel and create a Community Benefit Trust. This trust is helping the Borough fund projects with environmental criteria that otherwise would not have had the funds to address. To date, funds have been allocated to purchase and install a generator at the fire department, a side by side for our first responders, demolish two blighted properties, rehab the Honor Roll and purchase the sewer line camera system for the sewage plant, saving that budget thousands of dollars.

Glassport Helping Glassport was created in June to provide a little relief to some of our families and Senior Citizens who were in need and were directly affected by COVID. There were 271 deliveries (meats, vegetables, soups, fruit, healthy snacks, cleaning supplies and other essentials along with information on programs for seniors, food distribution programs for children. I would like to thank Mark Kapsha, Anthony Colecchi, my family, the GDC and all of our other volunteers. Without all of them we would never have been able to do this.

We applied for a CDBG 47 Demolition Grant through Steel Rivers COG for 439 Monongahela Avenue.

We applied for a DCED Blight remediation grant for 13 blighted properties for $171,000.

We now have accounts set up so we can apply for grants through PEMA and FEMA.

We applied for and received $100,000 Cares Act Grant for salary reimbursement due to COVID.

We applied for and received a grant for $125,000 from CDBG 46 Grant for paving. Four block of Indiana Avenue will be paved.

Thank all Borough Employees, our police, our secretaries, our public works during this incredibly stressful time of COVID. I wish our residents really knew what a great group of employees that we have working for them. Wished everyone a very Merry Christmas and a Happy and Safe New Year. Also

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mentioned the best group of volunteers in our volunteer fire department and our residents should be made aware that if those whistles go off, someone is coming to help them.

Also mentioned the delinquent Sewage Collection – The total delinquent sewage for the year collected was $213,250.59.

**Mayor Keith DiMarco Police Committee Census Committee Chair**

**Limited Operations report for the Month of November, 2020**

Calls for Service………………….682

Arrests………………………………. 18

Non-Traffic Citations…………. 7

Traffic Stops………………………. 29

Traffic Citations…………………. 9

Warrant Arrests………………… 5

Traffic Accidents:

Non-Reportable………………….. 7

Reportable:…………………………. 5

Vehicle Mileage:

2015 Unmarked: 794

2016 SUV 1,206

2017 SUV 1,750

2019 SUV 957

2020 SUV 1,097

Total Mileage 5,804

We had another meeting with accreditation people and they are looking at sometime in March for us to pass and get accredited.

**Kassady Renae Burke – Jr. Council Member – South Allegheny School District Report**

Attended this meeting through ZOOM.

**WRITTEN REPORTS OF BOROUGH OFFICIALS:**

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

**Collections for the Month of December, 2020 - $6,237.07**

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

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**Financial Report – Elaina Skiba, President of Council – DEED TRANSFERS $4,465.87 (15 Sales)**

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

Motion: Trunzo seconded by Colecchi

Motion Carried.

**Motion** to approve and pay General Fund Bills for November, 2020 in the amount of $183,614.98.

Motion: Hickman seconded by Kowalski

Motion Carried.

**Motion** to approve and pay Sewer Revenue Fund bills for November in the amount of $49,919.19.

Motion: Colecchi seconded by Kowalski

Motion Carried.

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

**Borough of Glassport General Fund Budget 2021 - $3,052,397.00**

**Motion to approve the General Fund Budget for 2021 in the amount of $3,052,397.00.**

**Motion: Handra seconded by Hickman**

**Motion Carried**

**Tax Levy Ordinance No. 1197 for 2021 – 15.49 mills (1 ½ mill increase) from 13.99**

**(14.24 General Purpose and 1.25 Fire Equipment)**

**Motion to approve an increase in the Borough Millage for 2021 by 1 ½ mills – 15.49 mills**

**Motion: Hickman seconded by Handra**

**Motion Carried.**

**The solicitor said you must adopt an ordinance if you are increasing your millage. If it is remaining the same or getting lowered, you just need a resolution.**

**Borough of Glassport Sewer Revenue Fund Budget for 2021 - $1,002,000.00**

**Motion to approve the Sewer Revenue Fund Budget for 2021 in the amount of $1,002,000.00.**

**Motion: Hickman seconded by Kowalski**

**Motion Carried.**

**Sewage Ordinance No. 1198 – Amendment in the Rates ($10 per one thousand gallons of water)**

**Sewage rates to change effective January 1, 2021 which would be in the February, 2021 bills sent out.**

**Motion: Trunzo seconded by Colecchi**

**Motion Carried.**

**Landlord Ordinance No. 1200 to notify the Borough when tenants move out.**

**Motion that the landlords notify the Borough when their tenants move out of an apartment or house or when it becomes vacant. Change in the number of tenants in the unit notify the Borough within ten days.**

**Motion: Kowalski seconded by Colecchi**

**Motion Carried.**

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**Official Notice of the Workshop and Regular Monthly Meetings for 2021.**

**Motion to accept the dates for the Workshop and Regular Monthly Meeting for 2021.**

**Motion: Handra seconded by Trunzo**

**Motion Carried.**

**Resolution No. 1 (12/15/2020) -Disposing of older Borough Records**

**Motion to dispose of certain Borough Records.**

**Motion: Kowalski seconded by Trunzo**

**Motion Carried.**

**Resolution No. 2 (12/15/2020) – Secretaries Salary Agreement 2021**

**Motion to accept the increase in the secretary’s salaries for 2021. Only change is their salaries.**

**Motion: Colecchi seconded by Trunzo**

**Motion Carried.**

**Resolution No. 3 (12/15/2020) – Designation of Agent Resolution COVID 19, DR 4506**

**Motion to designate Jonathan Petrik as the Agent for COVID 19 for the Borough of Glassport. He is the Borough’s Emergency Management Coordinator.**

**Motion: Handra seconded by Kowalski**

**Motion Carried.**

**Resolution No. 4 (12/15/2020) – Building Permit Fee Section Amendment – Fees to change to $50 for the first $5,000 of cost and $20 for each $1,000.00 thereafter for both Residential and Commercial building permits.**

**Motion: Colecchi seconded by Trunzo**

**Motion Carried.**

**Remarks: Elaina Skiba said she thought it was just for the residential building permits.**

**The solicitor said since the commercial fees are exactly the same as the residential fees and I thought if you were changing residential you were changing commercial and the commercial has a multiplier of 1.5 for the total cost of the commercial permit.**

**A motion to advertise the Salary Ordinance No. 1201 for January, 2021 for consideration of passage by Council. We are still waiting for final numbers for the Tax Collector.**

**Motion: Handra seconded by Colecchi**

**Motion Carried.**

**Policy and Procedure for Distracted Driver Policy and the Seat Belt Policy. These to be sent to the Mayor for accreditation. Table until January, 2021.**

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

A letter from Pennsylvania Department of Transportation regarding the State Police Fines and Penalties that was paid to the Borough in the amount of $1,022.62.

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An Informal Meeting was held with Dayal Sutaria (The Hot Spot of Glassport) regarding his future plans for the convenience store located at 601 Monongahela Avenue and the Glassport Borough Planning Commission. The meeting was held on Tuesday, December 1, 2020. The following items were recommended by the Chairman of the Planning Commission, Robert Bednar.

* *To obtain a traffic study*
* *To obtain s survey of his property*
* *To supply the Borough with a sketch plan review*
* *To report back to the Planning Commission for recommendations to Council*

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

**Motion: Trunzo seconded by Colecchi**

**Motion Carried.**

**Submitted by: Approved by:**

**Nancy M. Piazza-Whaby Elaina Skiba**

**Borough Secretary President of Council**

**Dated: December 28, 2020**