

February 24, 2022
Apollo Borough Council Meeting

Following the Pledge of Allegiance, the Apollo Borough council meeting was called to order by Council President Jarrod Thompson at 7:00 p.m. at 631 N 2nd Street, Apollo PA 15613 (Soldiers & Sailors Hall).

Present: Council member Jarrod Thompson, Craig Williams, Cindee Virostek, Diane Bradshaw, Cindy O'Block and Michelle Beck were present. The Secretary/Treasurer, Engineer, Mayor and Solicitor were present. Jennifer Mullins was absent.

Additional Appointed Borough Officials:

Secretary/Treasurer – Deanna Shupe
Open Record Office Representative – Deanna Shupe
Chief Administrative Officer (PMRS) – Deanna Shupe
Borough Depository – First Commonwealth Bank
EIT (Earned Income Tax), Occupation & Per Capita Tax Collector – Berkheimer
Representative Armstrong Co. Tax Collection Committee – Financial Director of Apollo Ridge
Deputy Director – Mark Kestner
Fire Marshal First Ward – Matthew Coulter
Fire Marshal Second Ward – Chad Gradwell
Owens Grove Park Coordinator – Harry Sieczkowski

A motion was made by Cindee Virostek and seconded by Michelle Beck to accept the additional appointments. Motion passed unanimously.

Public Comments:

Donna Casella: Spoke to council about Veteran flags being put up in town. She plans to form a committee to help with the project but will need approval from Council. The hangers and flags would be purchased by the Sponsors. She's in the beginning process and knows it will take months to get things started. Council President told her that she would also need to get permission from the power company (West Penn Power) to hang flags on the poles. She intends to include surrounding municipalities on the project.

Dan Busatto: Discussion on liability insurance renewal. The Borough can receive 5% credit on future policies if they can get a safety team put together. He also mentioned that it may be a good idea to implement a social media policy.

Kristina Fox: Congratulated Council on their newly elected positions and asked about the revitalization project. She said she would like to work with council and volunteered her assistance if they needed it. Kristina also brought up Clean Up Days and asked if there was a scheduled date for it. She thought it would be a good idea to get students involved from the Apollo-Ridge High School to help residents in need for the cleanup. Kristina said if notice of Clean Up Days was posted in more public places people would be aware and have time to gather things they need to dispose of. Secretary-Treasurer said once council has decided on a date, a notice will be posted on the borough website (www.apollopa.net) & Facebook page (Apollo Borough News) and a flyer will be placed in the post office and store fronts with their consent.

Meeting Minutes:

A motion was made by Cindy O'Block and seconded by Cindee Virostek to approve the January 27th, 2022 meeting minutes. Motion passed unanimously.

Solicitor's Report:

A motion was made by Craig Williams and seconded by Michelle Beck to pay the Solicitor's Invoices of \$1592.50. Motion passed unanimously.

Engineering Report:

The Engineer gave his report.

Mayor's Report: Karen Kenzevich

In the month of January 2022, there were 38 complaints, 11 incidents and 15 fines. Officer Dave Romagnoli discussed upcoming grant opportunities.

Public Safety: Michelle Beck, chair:

Michelle reported the computer was installed in the police SUV but per Officer Romagnoli they are still waiting on one part to install the computer in the police car. Hot spots have been ordered but will need to have a static IP address. Officer Romagnoli informed council only one Static IP address would be needed. Michelle checked into prices and the cost for one is \$239.40 a year.

A motion was made by Michelle Beck and seconded by Cindy O'Block to purchase a Static IP address at the cost of \$239.40 per year for the police vehicle computers. Motion passed unanimously.

A motion was made by Cindee Virostek and seconded by Diane Bradshaw to advertise the Parking Meter Ordinance. Motion passed unanimously.

There was a discussion to remove rarely used parking meters and sell old mechanical meters that are not working. The borough could then use that money to replace with electronic meters. The borough solicitor informed council that the meters are considered borough property and they would need to follow municipal guidelines to sell them.

A motion was made by Cindee Virostek and seconded by Diane Bradshaw to remove parking meters in the residential area. Motion passed unanimously.

Michelle discussed the part time police officer opening and possible interest expressed by previous officers, Danny Anthony & Steve Callipare, that worked for Apollo Borough on an as needed basis in 2020. This would reduce hours of training since they are already familiar with the borough.

A motion was made by Cindee Virostek and seconded by Cindy O'Block to speak with the previous part time police officers on their interest in the open position before advertising. Motion passed unanimously.

Secretary/Treasurer:

Salvation Army of Kittanning requested approval to place pin wheels in the plaza the beginning of April for National Child Abuse Awareness month. Council approved unanimously.

Monthly expense report given to council.

Finance Committee Report: Jerrod Thompson

A motion made by Cindee Virostek and seconded by Michelle Beck to pay the bills, including payroll. Motion passed unanimously.

Approval of items for payment as follows (1/21/22 - 2/21/22):

Garbage Fund- \$277.15
General Fund (includes payroll) - \$29191.98
Liquid Fuels Fund – \$9711.85
Parking Fund - \$443.83
Sewer Fund - \$7947.17
Sewer Separation Fund - \$2395.03
Landlord Fund - \$200.00
Total \$50167.01

Public Works & Street Committee Report: Craig Williams, chair:

Craig asked for a motion to accept hiring the full time public works employee, TJ McCarthy, and thanked the Public Works/Streets Committee and the Secretary-Treasurer for their help with the interview process.

A motion was made by Diane Bradshaw and seconded by Cindy O'Block to hire TJ McCarthy for the full-time public works position. Motion passed unanimously.

There is a concern regarding the N. 11th Street Bridge Project with detours for big trucks and heavy equipment that will be used on the project. The N. Warren bridge that connects to N. 11th Street does not have a weight limit and may not be safe. An inspection should be done to see what the weight limit should be on the bridge. Rich Craft said he will reach out to Penn Dot.

Property/Planning Report: Jennifer Mullins, chair:

A motion was made by Michelle Beck and seconded by Diane Bradshaw to advertise Property and Planning meetings to be conducted as needed at 6:00 pm prior to regularly scheduled council meetings. Motion passed unanimously.

Public Relations: Jennifer Mullins, chair:

The Easter Egg Hunt has been put on hold because the park and hall have already been rented on the date chosen.

The committee has decided to have the May Daze event one day this year on Saturday, May 7th.

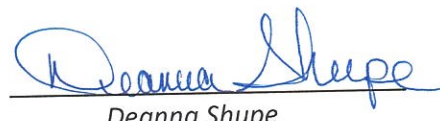
There was discussion on vendor payments for events through a PayPal account. Michelle said she could have vendors Venmo her payments. Solicitor advised to make sure she has receipts and/or a paper trail to define the funds.

A motion was made by Cindy O'Block and seconded by Cindee Virostek to go into Executive Session. Motion passed unanimously.

At 8:43 pm a motion was made by Cindy O'Block and seconded by Cindee Virostek to come out of Executive Session. Motion passed unanimously.

A motion was made by Cindy O'Block and seconded by Michelle Beck to adjourn the meeting at 8:45pm. Motion passed unanimously.


Jerrod Thompson
Council President


Deanna Shupe
Borough Secretary/Treasurer