

BOROUGH OF PATTERSON HEIGHTS
COUNCIL MINUTES
August 20, 2014

7:00 pm Council Meeting called to order

Pledge of Allegiance was recited

Swearing in New Council Member Connie Klein

Council Members

President: Bill Starn - Present

Vice President: Jim Turnbull - Present

President Pro Tem: Julie Muhlberger – Present

Rochard Evans - Present

Paul Bellan - Absent

Bryan Landman- Present

Mayor

Phyllis Aluseo – Present

Officers

Secretary/Treasurer: Renee Cameron – Present

Solicitor: Chad McMillen - Present

Police Report: Chief Jones – Present - read monthly report for July 2014 (12) reports

Tax Collector Report: Sue Phillip – Absent – Mr. Starn read report

Fire Chief Report: Medlin – Present – Read monthly report and thanked everyone for their Support at Community Days.

Auditor Reports/Comments – Jake Barsottini spoke briefly on the 2012 audit was completed and filed on line. An issue with Berkheimer was addressed. Discussion took place on the audit report. Discussion took place on the Privacy Laws on personnel records. It was addressed that the President of Council should appoint one member of Council to have access to records because we do not have a full-time Secretary. Issues were addressed to the Solicitor and discussion took place.

Visitors

Ruthanne Bentley – 509 Fourth Street – Working on the View paper to print in the next few weeks. Ruthanne congratulated everyone for a job well done.

Drew McKinney- 305 7th Street Ext. – Addressed the loop at the end of 6th street ext. 290 7th street Ext. (Mervis address) . Mr. McKinney questioned if it was private property or public. Mr. McKinney stated he would like to see it closed. The Solicitor was addressed and he will research and get back to Council.

Code Enforcement Report: D. L. Pella not present. Mr. Starn read the report. 723 5th Street discussion took place about cutting and placing a lien on the property. Discussion took place for Solicitor to discuss with D. L. Pella. Discussion took place about the contract agreement for Code Enforcement Officer. Solicitor suggested that the Committee meet to discuss the revisions to the contract agreement.

Junior Council

Presented a copy of their July expenditure report.

Communications:

- Mr. Starn read a thank you letter from Elaine Jansto.
- Mr. Starn read a letter from Magistrate Livingston to send all email correspondence thru Ms. Muhlberger for our website.
- Mr. Starn read various correspondence from the Sewer Authority – **Discussion took place.**

Secretary/Treasurer

Secretary /Treasurer Ms. Cameron addressed to Council that PNC Bank advised her that a Junior Council member cannot be authorized to sign checks and that Council needed to amend the motion that was made at the June 18th Council meeting. **A motion was made by Ms. Muhlberger to amend the motion made at the June 18th meeting to link the Jr. Council account and Council account and to include the Secretary's signature and one of the designated signatories on file, 2nd by Mr. Landman PASSED UNANIMOUS.**

A letter will be written by Council to PNC Bank authorizing to link Junior Council Account with Council accounts and authorizing the signatories.

The Minutes a Motion was made by Ms. Muhlberger to approve the July 16, 2014 minutes, 2nd by Mr. Landman. PASSED UN ANIMOUS.

Public Safety Committee:

Mr. Landman addressed safety for children on bicycles and not stopping at the stop signs. Mr. Landman addressed to Ms. Bently if she would be able to include a note about bicycle safety in the View.

Building and Grounds Committee:

Mr. Turnbull made a request for a few small purchases for the maintenance department. Mr. Turnbull stated he asked Bob to inspect the equipment to see what repairs need to be done on our maintenance equipment. **A motion was made by Mr. Turnbull to authorize Bob to purchase 6 tires for the truck from Smallwood's Tire in Rochester for \$1,140 2nd by Mr. Evans PASSED UNANIMOUS.**

Authorization to buy a power inverter from the Tractor Supply Company for approximately \$150.00.

Discussion took place about getting a new cell phone for Bob. Ms. Muhlberger will be researching and will look into the details to possibly getting 2 phones for both Bob and Renee.

Discussion took place about purchasing new work shirts and hoodies for Bob.

Mr. Turnbull wanted to thank Bob personally for a job well done on the building and grounds property.

Streets and Sewers Committee:

- Trimming of trees – Mr. Starn discussed sending out a form letter to the residents. Ms. Cameron Stated she had emailed D. L. Pella to see if she has a form letter for us to use as a template.
- Continuation of the Sanitary Sewer Repairs – **Discussion took place.**
- Storm Sewer repairs – **Discussion took place.**

Recreation Committee – N/A

Recycling and Refuse Committee

Mr. Evans stated they are in the process of organizing a clean-up day in the Spring.

Resolution No. 271 to accept Connie Klein for the new vacant Council position. Discussion took place resolution just needs signed.

Budget and Finance Committee

- Letter of Intent – **Discussion took place**
Motion was made by Ms. Muhlberger to approve and return the Letter of Intent for Administrative/Secretarial and finance help from the DCED 2nd by Mr. Landman to get help from the DCED. PASSED UNANIMOUS
- **Auditors Report** – Ms. Muhlberger reviewed the budget and finance recommendations that Council adopt policies. **Discussion took place. A motion was made by Ms. Muhlberger to adopt the auditor’s financial policies recommendations 2nd by Mr. Turnbull. PASSED UNANIMOUS.**
- Fee schedule for “**Right To Know Request**” was recommended that we charge \$.25 per copy. **Motion was made by Ms. Muhlberger to charge \$.25 per copy and 2nd by Mr. Turnbull. PASSED UNANIMOUS**
- **List of Paid Holidays – Discussion took place. Motion was made by Ms. Muhlberger to add Veterans Day to the paid Holiday schedule 2nd by Mr. Turnbull PASSED UNANIMOUS.**
- **Office Policy for Secretary/Treasurer – Question** was addressed to Solicitor who should have legal access to the records in the Secretary’s office and who should have a key to the office. Solicitor discussed his recommendations. **Discussion took place. Motion was made by Mr. Turnbull to have Mayor be the key holder to the Secretary’s office in an emergency situation and Mayor is to contact Solicitor and/or the Secretary/Treasurer before entering the office on an emergency situation, 2nd by Ms. Muhlberger. PASSED UNANIMOUS.**
- **Council’s September Agenda** – Ms. Muhlberger stated that the Budget and Finance Committee will be taking the majority of the time in September’s meeting to discuss the budget.
- Ms. Muhlberger stated that Ms. Cameron will be absent at the September 17th meeting need to appoint someone to take notes at the meeting. **Discussion took place.**

Rental Prop and Maintenance Inspection Committee – N/A

New Business

Time limits have to be placed in order to eliminate the long wasteful discussions that we have on useless subjects.

OLD BUSINESS

Adoption of Street Opening Ordinance (COG's Ordinance) – Discussion took place.

Motion was made by Ms. Muhlberger to advertise and accept the Street Opening Ordinance, 2nd by Mr. Landman. PASSED UNANIMOUS.

OFFICER REPORTS

- Mayor - (Aluseo) - gave her report
- Zoning Board/Code - N/A (MDIA)
Mr. Turnbull addressed Council does the Borough have any copies of zoning books to give to our new zoning officer Bard Hendry. He addressed the Solicitor on record what is the new Zoning Officer's responsibility as our new zoning officer? Solicitor addressed the question. Discussion took place.
- COG - (Muhlberger)
Discussed the Healthcare and employee benefits seminar to be held on Tuesday, 8/26/14.
- Emergency Management Coordinator – N/A (Bellan)
- Solicitor – N/A (Chad McMillen)
- Solicitor addressed Council about purchasing an ordinance and resolution book to keep in order.
- Solicitor addressed the issue about contacting Berkheimer and meeting with Mr. Barsottini.
Discussion took place. Mr. Landman made a motion to authorize the Solicitor to draft a letter to Berkheimer regarding passed payments, 2nd by Ms. Muhlberger. PASSED UNANIMOUS

Monthly Bills: A motion was made by Ms. Muhlberger to approve the monthly bills for August, 2014, 2nd by Mr. Landman. Discussion took place to discuss the bills. PASSED UNANIMOUS.

The meeting was adjourned upon a motion by Mr. Turnbull, 2nd by Mr. Landman. **PASSED UNANIMOUS at 9:20 pm.**