

**BOROUGH OF PATTERSON HEIGHTS**  
**COUNCIL MINUTES**  
**December 17, 2014**

7:00 pm Council Meeting called to order by President, Bill Starn

Pledge of Allegiance was recited

**Council Members**

President: Bill Starn - Present

Vice President: Jim Turnbull - Present

President Pro Tem: Julie Muhlberger – Present

Richard Evans - Present

Paul Bellan - Present

Bryan Landman- Present

Connie Klein - Present

**Mayor**

Phyllis Aluseo – Present

**Officers**

Secretary/Treasurer: Renee Cameron – Present

Solicitor: Chad McMillen - Present

**Police Report:** Chief Jones – Absent – Mr. Starn read report 5 incidents for November, 2014.

**Tax Collector Report:** Sue Phillip – Present – Read report. Attended the Tax Collector Association meeting Act 164 was passed by the Legislator. Suggested that a replacement be appointed as a back-up. Sue stated that she is designated to use the PQMC (PA Qualified Municipal Collector) title after her name. The tax collector manual is being revised and can be accessed on line. Sue stated she is required to take 6 units of continuing her education every year.

**Fire Chief Report: Medlin** – Present – Read report 2 calls in November. Submitted a letter to Council requesting to “piggy back” off the Borough’s internet. No cost to the Borough. Chief will set up everything. **Motion was made by Mr. Bellan to let Chief set-up and piggy back off the Borough’s internet service, 2<sup>nd</sup> by Ms. Muhlberger PASSED UNANIMOUS.**

**Visitors**

Pam Barsottini – 624 4<sup>th</sup> Street – concerns were addressed about the park lights on all day. No flags on the flag pole and the picnic benches. **Discussion took place.**

Donna Ceriani - 722 7th Avenue – Discussion took place about the Borough Labor Worker Position. Gave her recommendation for Paul Bellan.

Betty Starn - 812 7th Street – Gave her recommendation for hiring Paul Bellan for the Public Works Laborer position.

Chris and Megan Cantwell- 508 4th Avenue – Wanted to express her concern and complete support for hiring Paul Bellan for the Public Works position.

Michael Yoho- 732 8th Avenue – Came to the meeting to support and give their recommendation for Paul Bellan for the Public Works position.

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Ruthanne Bentley – 509 4<sup>th</sup> Street – Update on the View of the Heights. Gave her recommendation for Paul Bellan for the Public Works position.

Fran Levinger - 728 6th Avenue – Gave her recommendation to hire Paul Bellan for the Public Works position.

**Code Enforcement Report:** D. L. Pella - not present. No report. Solicitor addressed some concerns and changes to the Code Enforcement Agreement. Discussion took place. **Motion was made by Mr. Landman to solicit a replacement for another Code Enforcement Officer, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**

**Junior Council:** - Report was read. June 22<sup>nd</sup> – June 26<sup>th</sup> the rec program for 2015.

**Communications:**

- Mr. Starn read a letter from Personal Law
- Letter was read from Charles Loll CPA
- Letter from the Beaver County Conservation

**Minutes** a Motion was made by Mr. Bellan to approve the November 19, 2014 minutes, 2<sup>nd</sup> by Mr. Turnbull, PASSED UNANIMOUS.

**Public Safety Committee:** Nothing to report

**Building and Grounds Committee:**

Mr. Turnbull requested permission from Council to send a letter to Patterson Township on behalf of the Borough residents thanking them for assisting us when we were in need when Bob passed away. Mr. Turnbull will email Ms. Cameron a copy of the letter to send to Patterson Twp.

Mr. Turnbull asked who will get us the flag. Mrs. Barsottini stated that Jake will get us another flag. Mr. Turnbull addressed Mrs. Barsottini's concerns. Discussion took place. Mr. Turnbull requested permission to lock up the picnic benches with a chain for the winter.

Discussion took place about the basketball court and enforcing the rules for the park and the Borough basketball court.

Elevator - Every 3 years the elevator has to be inspected. ThyssenKrupp will inspect the elevator for \$800.00. When the inspector comes he requires \$400 up front and the Borough will be invoiced the \$400 balance. **A motion was made by Ms. Muhlberger and 2<sup>nd</sup> by Mr. Bellan to have ThyssenKrupp do the elevator inspection. PASSED UNANIMOUS.**

**Streets and Sewers Committee:**

**Hire Laborer for Public Works Department.** A motion was made by Ms. Muhlberger to go into Executive Session to discuss the hiring for the Public Works Department, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.

**Went in Executive Session 8:05 pm**

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**Resumed meeting at 8:50 pm**

**A Motion was made by Mr. Landman to nominate Nathan Reese as the laborer for the Public Works Department, 2<sup>nd</sup> by Mr. Evans. Roll Call Vote was taken. Mr. Evans – Yes, Mr. Turnbull – Yes, Mr. Starn – No, Ms. Muhlberger – Yes, Ms. Klein – Yes, Mr. Landman – Yes, Mr. Bellan – Abstain. 5 Yes 1 No.**

**Mr. Bellan walked out of the meeting.**

**Recreation Committee – N/A**

**Recycling and Refuse Committee - N/A**

**Budget and Finance Committee**

Discussion took place to allow Pollocks to replace the drum at the cost not to exceed \$300. (Tech fee \$125/hr. estimated to be a 45 min job.) Price would include complete maintenance, tune-up, cleaning. The copier was purchased May, 2011 still in fairly good condition. Discussion took place to inquire about a maintenance agreement.

- **A motion was made by Ms. Muhlberger to approve Renee and the new employee's health insurance premiums done by ACH for 2015 (guarantees the premium is always paid on time, and not with a check that Renee signs) 2<sup>nd</sup> by Ms. Klein PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to approve the tax exempt Section 125 plan to be set-up for Renee if necessary (plan allows premiums cost to not be included as part of Renee's income giving her additional tax liabilities), 2<sup>nd</sup> by Mr. Landman PASSED UNANIMOUS**
- **A motion was made by Ms. Muhlberger to approve Ken Herman from the Charles Loll CPA firm to implement and complete the Borough of Patterson Height's payroll for all employees with a monthly fee of \$40 includes: payroll, paystubs, complete and file all monthly and quarterly taxes for local, state, federal, PA/UC, and W-2's, and 1099's at the end of the year. Will set up the tax exempt portion of paystubs if needed. Ms. Cameron will report the time keeping to Mr. Herman, they send Ms. Cameron the pay stubs, Ms. Cameron will write and issue the paychecks. The employees will have a complete pay detail accounting for the year, 2<sup>nd</sup> by Mr. Turnbull. Discussion took place. PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to approve Ken Herman to complete the W-2's for 2014 for a charge of \$60, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to adopt the 2015 budget as printed, 2<sup>nd</sup> by Mr. Landman PASSED UNANIMOUS.**
- **A motion was made by Mr. Muhlberger to appoint Mark Turnley and Associates to conduct the 2014 audit, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**

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- **A motion was made by Ms. Muhlberger to pass Ordinance #272 Independent Auditor, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to approve Ordinance #271 to keep the tax rate at 24 mills 2<sup>nd</sup> by Mr. Landman PASSED UNANIMOUS**
- **A motion was made by Ms. Muhlberger to retain the firm of McMillen, Urick, Tocci, Fouse & Jones as the Borough solicitors for 2015 2<sup>nd</sup> by Mr. Landman PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to retain MDIA for Code Enforcement for 2015, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to retain Bard Hendry as the Borough Zoning Officer for 2015, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to purchase the Highmark PPO 500 plan if needed as a back-up plan for Renee if new hire does not need insurance thru Bob Nelson Insurance Agency 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS**
- **A motion was made by Ms. Muhlberger to pull \$27,000.00 out of the Capital Improvement Fund to set-up a temporary Storm Sewer account for the \$27,000.00, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to transfer all but the required amount to leave the EIC account opened and transfer the funds into the General Fund account, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to transfer \$34,000.00 from the General Fund to the Sewer Fund, 2<sup>nd</sup> by Mr. Turnbull PASSED UNANIMOUS.**
- **A motion was made by Ms. Muhlberger to transfer \$30,095.72 from the General Fund into the Capital Improvement, 2<sup>nd</sup> by Mr. Landman PASSED UNANIMOUS.**

**Rental Prop and Maintenance Inspection Committee – N/A**

**New Business**

**Old Business**

**Officer Reports**

- Mayor - (Aluseo) - Mayor asked to be included and notified to attend all Committee meetings.
- Zoning Board/Code - N/A (MDIA)
- COG - (Muhlberger)
- Emergency Management Coordinator – N/A (Bellan)

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- Solicitor – (Chad McMillen)
- Chad drafted an amendment to Ordinance #244. He asked Council to review the changes he made to the ordinance.
- Discussion took place on Resolution #274 approved and ok to sign.
- The dedication to the Borough garage for Bob is ok and legal.
- Solicitor discussed a letter from Mrs. Barsottini regarding the Council Corner in the View of the Heights.

**ANNOUNCEMENTS - N/A**

**Monthly Bills: A motion was made by Ms. Muhlberger to approve the monthly bills for December, 2014, 2<sup>nd</sup> by Mr. Landman. PASSED UNANIMOUS.**

The meeting was adjourned upon a motion by Ms. Muhlberger, 2<sup>nd</sup> by Mr. Landman **PASSED UNANIMOUS** at 10:10 p.m

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Renee Cameron, Secretary/Treasurer

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Bill Starn, President