

BOROUGH OF PATTERSON HEIGHTS
COUNCIL MINUTES
May 21, 2014

7:00 pm Council Meeting called to order

Pledge of Allegiance was recited

Council Members

President: Bill Starn - Present

Vice President: Jim Turnbull - Present

President Pro Tem: Julie Muhlburger – Present

Rochard Evans - Present

Paul Bellan -Present

Bryan Landman- ABSENT

Richard Pegg – Present

Mayor

Phyllis Aluseo – Present

Officers

Secretary/Treasurer: Renee Cameron - Present

Solicitor: Chad McMillen - Present

Police Report: Jones - ABSENT No Report

Tax Collector Report: Sue Phillip – Read her report.

Fire Chief Report: Medlin – Present Read his report (5) calls for the month of April.

Mr. Pegg asked Chief how many active Firemen are there. Chief responded that he has 15 Active firefighters.

Visitors:

Ruthanne Bentley asked Renee if she wanted her to publish her office work hours in the View from the Heights. Renee responded that it was ok to publish her work hours Wednesdays and Fridays from 1:00 – 4:00 pm as posted on the outside doors.

Larry Malone – 710 7th Street – Wanted the Police Chief to be present for this meeting. He emphasized that he feels the residents of the Borough need to be made aware of any crime such as vandalism, tire slashing etc. so the residents can be more aware.

Pam Barsottini – Discussed a friend of hers who preferred to remain anonymous who lives next to 418 8th Avenue said that this house is atrocious in the back and she is going to be selling her house and she is concerned that she is going to have difficulties selling her house because of the yard mess. Pam also discussed that she did not know that Julie was the “Code Enforcement Liaison” and under the Borough Code Section 1007A that is the duty of the Mayor. **To preserve order of the Borough.** Julie asked Mrs. Barsottini a question for clarification. She asked if she would like D. L. Pella to go out and inspect 418 8th Avenue. **Discussion took place.** D. L. Pella stated that all complaints should still come to the office first then distributed.

Code Enforcement Report: D. L. Pella – PRESENT – Before her report was read she wanted a raise of hands from anyone in the room whoever emailed her, or called her, and never received a response from her. There were no hands raised. Dawna discussed that she attended a public hearing for a Borough resident and during that hearing a copy of a News Letter with commentaries that were made about her professional procedure about not returning phone calls were made in front of Magistrates and others present. She was informed that the News Letter is distributed to every resident in the Borough and published on the Borough website. She voiced the issue and wanted it on RECORD.

Dawna read here report

Bill asked Dawna what is our current filing process on filing complaints. The Code process was discussed as follows: Complaint filed with contact/liaison, the complaint is logged, dispatched to Code Enforcement with the property address, first notice is sent; a 2nd notice is sent Certified, then citation to the magistrate. Bill asked Dawna who sends out the notices. Dawna stated that she handles all the notices and the follow-up. Jim Turnbull asked Dawna if the Borough is up to speed with the other Communities in how our process works. Dawna stated that the only difference is the time frame allotted may vary from Community to Community. Julie stated that Council was working on a written process. **Discussion took place.**

Junior Council Report: Stated trying to call the “Y” said he made contact with the CEO and Head of the Youth but still waiting to hear back and it has been over a month and have not received any phone calls back yet. Said he has still been trying to get sponsors on his own. The dates are July 20th thru August 3rd. He stated that they need to still go to PNC Bank with Mayor Aluseo to set up an account for Jr. Council.

Communications: Mr. Starn read resignation letter from Elaine Jansto, who served as the Borough Tax Auditor. A motion was made by Mr. Bellan to accept her letter of resignation from Elaine Jansto, 2nd by Ms. Muhlberger **PASSED UNANIMOUS.**

Mr. Starn read assessment report for 613 5th Avenue – Single Family Dwelling.

Minutes – Motion was made by Ms. Muhlberger to approve the April 16, 2014 meeting minutes, 2nd by Mr. Bellan **PASSED UNANIMOUS.**

STANDING COMMITTEES AND NEW BUSINESS

PUBLIC SAFETY COMMITTEE: N/A

STANDING COMMITTEES AND NEW BUSINESS – (Continued)

BUILDING AND GROUNDS COMMITTEE:

Mr. Turnbull wanted a clarification on what the current agreement is between the Borough and the Fire Department. Mr. Turnbull understands that the Borough owns the building but the Fire Department is leasing it and they do the maintenance on it. Discussion took place on repairs and maintenance that needs done to the Borough building. A motion was made by Mr. Turnbull to authorize Bob to remove the old basketball hoop, rusty fence, brush, and the ivy 2nd by Ms. Muhlberger **PASSED UNANIMOUS**.

A motion was made by Mr. Turnbull to remove tree stumps and to do clean-up, 2nd by Ms. Muhlberger **PASSED UNANIMOUS**.

Mr. Turnbull requested that the Borough go back to having Bob cut the grass instead of using McCreary's Lawn Cutting Service. **Discussion took place.**

Mr. Bellan made a motion to purchase a 2007 Toro LX460 riding lawn mower with bagger attachment for Bob's usage for Patterson Heights needs. Cost is \$200. 2nd by Ms. Muhlberger **PASSED UNANIMOUS**.

Mr. Bellan motioned to cancel our lawn service with McCreary's giving them proper notice and have Bob start cutting the grass for the Borough once the mower we are purchasing is in working and operating condition, 2nd by Ms. Muhlberger **PASSED UNANIMOUS**.

Mr. Bellan motioned to purchase a heavy duty backhoe bucket with teeth for \$300 from Patterson Township, 2nd by Ms. Muhlberger **PASSED UNANIMOUS**.

Mr. Turnbull made a motion to make repairs and maintenance to the shed, replace the gutters and put 2 coats of paint on the maintenance building at approximate \$600 and work to be completed by Bob Harker, 2nd by Mr. Bellan **PASSED UNANIMOUS. Discussion took place.**

Mr. Turnbull suggested we get quotes for surveillance systems. Check with a Security company such as Protective One, etc. also ok to install a buzzard or a door bell. **Discussion took place.**

STREETS AND SEWERS COMMITTEE:

Mr. Starn stated he had a meeting last month with the Beaver County Local Conservation District. No money available. **Discussion took place.**

RECREATION COMMITTEE: (Bellan) N/A

RECYCLING AND REFUSE COMMITTEE: (Evans) N/A

BUDGET AND FINANCE COMMITTEE:

- a. Mr. Pegg made a motion to authorize Secretary to pay bills as they come in by their due dates before approval at Council Meeting, 2nd by Mr. Turnbull **PASSED UNANIMOUS**
Discussion took place
- b. Mr. Pegg addressed Mr. Harker and asked him to provide a current list of all tools/machine/equipment that he brings from home for insurance purposes and give to the Borough Secretary.
- c. Mr. Pegg addressed that he would like to have printed on all our new checks when reordered “*2 signatures required*” (printed on the checks). Mr. Starn is to write a letter to PNC Bank for their files. **Discussion took place.** A motion was made by Mr. Pegg to have 2 signatures required printed on all checking accounts, 2nd by Mr. Turnbull **PASSED UNANIMOUS.**
- d. Required budget for Community Days. **Discussion took place**
- e. Mr. Pegg requested a 5 year maintenance and repair plan be provided to the Budget Committee for the new roads. Mr. Starn will provide the Budget Committee a 5 year maintenance and repair plan on how the roads will be maintained.
- f. Mr. Pegg requested written policies for the following needed for insurance and risk management purposes:
 - . Snow plowing hours on/off
 - . An employee is hurt on the job
 - . An accident using Borough equipment
 - . Return to work after an absence

Mr. Starn stated that he was not aware of any written policies. He was asked by Ms. Muhlberger asked Mr. Starn to provide written policies to Mr. Pegg.

- g. Mr. Pegg discussed he was looking for a QuickBooks Instructor. Said he spoke to someone from CCBC about a 4 hr. evening class. He stated he was waiting to receive some information from CCBC. He also asked Council if anyone knows of anyone who would be willing to train or assist the Borough Secretary to let him know.
- h. Power of Attorney signed for the Auditor per Lee’s request. Solicitor gave a clarification to Council what the auditor needed. The Power of Attorney is to give permission to access the 2012-2013 audits. A Motion was made by Mr. Bellan to grant Mr. Lee Plummer legal access to 2012-2013 audits, 2nd by Ms. Muhlberger **PASSED UNANIMOUS.**

Mr. Pegg stated that the 2012 audit has been completed and the 2013 is almost complete. Mr. Starn asked Ms. Phillip, Tax Collector if she had been contacted by Mr. Plummer yet. Ms. Phillip said she was contacted but had not heard anything more.

- i. Mr. Pegg wanted to thank Mr. Barsottini for donating his time to give a class on budget and financing to the Budget and Finance Committee.
- j. Mr. Starn stated that Renee needs to Fax Randall a copy of the approved minutes and a copy of the letter that Bill wrote. Once faxed to Randall and he receives the information Renee and Julie can go to PNC Chippewa office to complete the signature cards in order to sign checks.

RENTAL PROPERTY AND MAINTENANCE INSPECTION COMMITTEE

Ms. Muhlberger discussed the written Code Enforcement Notification Policy. Motion was made by Mr. Bellan to adopt the Code Enforcement Notification Policy laid out by Ms. Muhlberger, 2nd by Mr. Turnbull **PASSED UNANIMOUS**.

220 6th Street Ext. – Discussion Took Place

612 7th Ave – Ms. Muhlberger stated she was asked to talk to this home owner regarding their brush. **Discussion took place.** Motion made by Mr. Bellan to move to issue this resident immediately a notice of citation for property violations, 2nd by Mr. Turnbull **PASSED UNANIMOUS**

250 6th Street Ext - (Carol Wager) contacted D. L. Pella and Council was contacted to take a vote outside the Council meeting to grant her a 30 day extension until 6/30th to complete the clean-up and painting. Motion was made by Ms. Muhlberger to grant extension, 2nd by Mr. Pegg **PASSED UNANIMOUS**.

Dye Test Procedure – Discussion took place. Dye test is needed every time new ownership. Mr. Starn and his committee will come up with a written policy and procedure.

Building Permits – Discussion took place. Everything needs approval.

NEW BUSINESS

- a. Borough's 5 year 10 year plan bring to Council requested by Ms. Muhlberger
- b. Possible printing and ink savings, possibility to double side paper copies, or digital view of the minutes and heights to cut down on paper and printing costs discussed.
- c. Information from Road Dept. Committee
- d. Bound minutes for 2011, 2012, and 2013. **Discussion took place.** Suggestion by Mr. Starn was to purchase new book to bind our minutes and start a new book.

OLD BUSINESS

“At Will Agreement” for Borough Secretary, Renee was discussed

Workman Comp for Borough Secretary Renee was discussed. Need to research who our Workman Comp Company is. Current records show H. A. Thomson

Permission for Borough Secretary, Renee to use her personal lap top/flash drive was discussed. Mr. Pegg motioned to permit Borough Secretary Renee to use her personal lap top and flash drive, to take minutes at meetings and any other related material and correspondence, 2nd by Mr. Bellan **PASSED UNANIMOUS**.

OFFICER REPORTS

- Mayor - (Aluseo)
Mayor discussed with Council that a new home owner had contacted her asking many questions about the Borough and she answered her questions the best she could. The new home owner immediately fell in love with Patterson Heights. Mayor suggested that the Borough consider putting together a welcome packet for any new resident. Ms. Aluseo said she discussed with the Auxiliary and they were willing to take on this project. Mr. Pegg motioned to prepare a welcome packet to any new resident and provide any general contact information, 2nd by Mr. Bellan and Mayor will be the Liaison for the Borough. **PASSED UNANIMOUS**
- Zoning Board/Code - N/A (MDIA)
- COG - Risk Management Report (Muhlberger)
Discussed previously
- Emergency Management Coordinator – N/A (Bellan)
- Solicitor (McMillen)
Mr. McMillen gave an update on the approval when the audit is completed. He stated we need the signed DCED agreement. Need to contact Norm Ely for contact information.

Monthly Bills: Motion was made by Mr. Bellan to approve the May monthly bills, 2nd by Mr. Pegg **PASSED UNANIMOUS**.

The meeting was adjourned upon a motion by Mr. Bellan, 2nd by Ms. Muhlberger **PASSED UNANIMOUS**.

Meeting ended at 9:12 pm.

Renee Cameron, Secretary/Treasurer

Bill Starn, President