

**BOROUGH OF PENNSBURY VILLAGE
MINUTES – ZOOM GENERAL MEETING
August 11, 2020**

I. CALL TO ORDER AND FLAG SALUTE

President Steven Stecko convened the meeting at 6:30 pm via Zoom. A quorum was reached with the following members of Council present: Brenda George, Carolyn Waldner, Barbara Sigler, Barbara Cinpinski, Nicholas Honchar and Marita Haubrick. Also present were Mayor Lucy Harper, Borough Manager Rae Carol Wolff, Borough Engineer Clint Reilly, Solicitor J. J. Bolock, Tax Collector Patricia Notaro and Vacancy Board Member Maria Shamsi.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES AND ACCOUNTS PAYABLE

The Minutes of the General Meeting of July 14, 2020 were adopted unanimously on a motion by Barbara Sigler and seconded by Carolyn Waldner. The Minutes of the Continuation of the July 14, 2020 General Meeting were adopted unanimously on a motion by Brenda George and seconded by Nicholas Honchar. The Minutes of the Caucus Meeting of July 28, 2020 were adopted unanimously on a motion by Carolyn Waldner and seconded by Barbara Cinpinski. Upon motion of Brenda George and seconded by Marita Haubrick, Council voted unanimously by roll call to accept Accounts Payable ending July 31, 2020 in the amount of \$13,875.89.

IV. OFFICIALS' REPORTS

MAYOR - Lucy Harper

Mayor Lucy Harper reported 18 police calls for the month of July 2020 with nothing of note. She mentioned that the Carnegie Police were very diligent in helping with traffic issues during road construction. She also pointed out there has been lots of car theft in Ingram and Crafton.

PRESIDENT/VICE PRESIDENT - Steven Stecko/Brenda George

Steven Stecko stated he had nothing to report. Brenda George stated she had nothing to report.

MANAGER - Rae Carol Wolff

Rae Wolff reported she received a bid of \$475.00 from Precision Sign and Safety Sign for the traffic signs requested by Carolyn Waldner. The bid did not include "Road Closed" signs. She has not received a formal bid from Safety Signs and needs the exact measurements of the 5 "Stop" signs requested. She believes that the Safety Signs bid will be lower than the Precision Sign bid since the price of the "Stop" signs are \$47.95 each vs. Precision Signs cost of \$77.00 each. She was able to get a bid for "Road Closed" signs from Safety Signs at a cost of \$42.95 for 3 to 4 signs and \$41.75 for 5 to 9 signs. An inquiry was made regarding Precision Signs installing the signs and if they would paint the back of the signs black.

TAX COLLECTOR - Patricia Notaro

Patricia Notaro reported that \$93,048.92 was received in real estate taxes in June and July 2020 with 15,363.85 face value outstanding from 30 properties. There were \$3,331.02 in refuse fees collected in June and July 2020 with \$5,485.00 outstanding from 29 properties.

ACT 511 TAX COLLECTIONS - Rae Carol Wolff

Rae Wolff reported \$9,529.97 in Earned Income Tax deposited in July 2020.

ENGINEER - Clint Reilly

Clint Reilly stated he had nothing to report.

SOLICITOR - J. J. Bolock

J.J. Bolock reported that Dollar Bank is preparing the construction loan documents and he will review them when submitted.

V. COMMITTEE REPORTS

PUBLIC WORKS - Carolyn Waldner

Carolyn Waldner stated she had nothing to report.

PARKS AND RECREATION - Marita Haubrick

Marita Haubrick stated she had nothing to report.

COMMUNITY AFFAIRS - Barbara Cinpinski

Barbara Cinpinski stated she had nothing to report and thanked Barbara Sigler for the trash photographs she submitted.

Rae Wolff stated the \$20.00 Target Gift Card donated by Phyllis Comer, the spring "I Spy" winner, should be mentioned in the Summer Newsletter.

CONDO REPORT

A Condominium meeting is scheduled for August 19, 2020. Marita Haubrick is scheduled to attend.

PUBLIC SAFETY - Lucy Harper

Mayor Harper stated she had nothing to report.

FINANCE - Nicholas Honchar

Nicholas Honchar reported an Application for Approval to Issue and Deliver A General Obligation Note in the principal amount of \$400,000.00 has been submitted to the DCED and a response is anticipated within weeks.

ADMINISTRATIVE CHAIRPERSON - Steven Stecko

Steven Stecko stated he had nothing to report.

INFORMATION TECHNOLOGY - Brenda George

Brenda George reported that Steven Stecko did a great job updating the Borough website regarding the road construction project and the constantly changing prohibited parking. Steven Stecko mentioned that he met with Ingram Borough regarding the Savvy Citizen App. The app notifies residents of incidents and government sponsored happenings and events in the area. Residents can sign up for email or text messages. The initial cost is \$320 and thereafter \$220 annually. Crafton is currently using the app.

VI. OLD BUSINESS

Steven Stecko reported many challenges occurred during the road construction including equipment breakdowns, a fire and the asphalt plant shutdown. Every attempt was made to make the job run smoothly and accommodate residents.

There was some discussion about long seams on Pennsbury Boulevard and asphalt overly on some walkways. Steven Stecko reported that any seams and joints will be sealed and the only remedy for the asphalt overlay is to cut the asphalt and put in a step which would be cost prohibitive. There is still line painting to be completed and there may be some pothole repair. The Borough is retaining 10% of the construction funds until the work is completed 100% to the satisfaction of the Borough

VII. NEW BUSINESS

Steven Stecko reported he received a Request for Partial Payment from Sciarretti Site Development and Paving Company Co., Inc. in the amount of \$287,920.72 which has been reviewed and approved by Borough Engineer Clint Reilly. The request included a Change Order in the amount of \$61,185.00 bringing the total contract price to \$523,087.20. He called for a motion to approve the partial payment to Sciarretti Site Development and Paving Co., Inc in the amount of \$287,920.72 and upon motion of Carolyn Waldner and seconded by Marita Haubrick, Council voted unanimously by roll call to approve the motion.

Mayor Harper reported she received a request for a handicap parking space from resident Thomas Doyle residing at 1072 Pennsbury Boulevard and asked Council to consider it. Steven Stecko called for a motion to approve the addition of a handicap parking space at or near 1072 Pennsbury Boulevard and upon motion of Brenda George and seconded by Nicholas Honchar, Council voted unanimously to approve the motion.

VIII. OPEN DISCUSSION WITH COUNCIL

Steven Stecko reported he and Patricia Notaro spoke with Jordan Tax Service about an add on to the refuse software. There is an initial fee of \$1,000 then \$250 annually for maintenance. The refuse bill would be in the same format as the tax bill. The program would be up to date and Jordan Tax Service would collect delinquent refuse fees after December 31. He called for a motion to approve purchase of the add on software and upon motion of __ Steve Stecko and seconded by Brenda George, Council voted unanimously to approve the motion.

IX. PUBLIC COMMENTS AND QUESTIONS

None.

X. ADJOURNMENT

At 7:15 pm, on a motion by Nicholas Honchar and seconded by Marita Haubrick, Council voted unanimously to adjourn the meeting.

Respectfully submitted,
Rae Carol Wolff