

**BOROUGH OF PENNSBURY VILLAGE  
MINUTES – ZOOM GENERAL MEETING  
September 8, 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. Cynthia Magri, coordinator of "Food Truck Tuesdays" was present by invitation.

***II. PUBLIC COMMENT***

None.

***III. APPROVAL OF MINUTES AND ACCOUNTS PAYABLE***

The Minutes of the General Meeting of August 11, 2020 were adopted unanimously on a motion by Carolyn Waldner and seconded by Barbara Sigler. The Minutes of the Caucus Meeting of August 25, 2020 were adopted unanimously on a motion by Brenda George and seconded by Barbara Cinpinski. Upon motion of Marita Haubrick and seconded by Nicholas Honchar, Council voted unanimously by roll call to accept Accounts Payable ending August 31, 2020 in the amount of \$339,350.54.

***IV. OFFICIALS' REPORTS***

***MAYOR - Lucy Harper***

Mayor Harper reported 23 police calls for the month of August 2020 with nothing of note. She stated she had spoken with the Carnegie Police regarding the speed sign and was advised there is a problem with the batteries and the equipment is unable to be used this year.

***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 the road signs have not yet been ordered as she is waiting for a bid from Safety Sign. She also stated she received a notice from Bob Palermo of Jolly Holly Lights indicating that reservations for work are due by September 10 and signed contract and deposit is due by October 1, 2020. There was no indication of any cost increase. Last year the cost was \$6,500. She was instructed to contact Bob Palermo and obtain a contract quote.

***TAX COLLECTOR - Patricia Notaro***

Patricia Notaro reported \$6,298.16 was received in real estate taxes in August with \$10,129.66 outstanding from 18 properties. There were \$612.50 in refuse fees collected in August 2020 and a \$635.80 lien fee. J.J. Bolock is to release the lien when the check clears.

***ACT 511 TAX COLLECTIONS - Rae Carol Wolff***

Rae Wolff reported \$21,976.62 in Earned Income Tax deposited in August 2020.

***ENGINEER - Clint Reilly***

Clint Reilly reported that the waterline repair was substantial and the water had to be shut off because valves were not operating. The valve issue will be addressed and fire hydrants will be tested in October.

Steve Stecko stated the restaurant sewer needs to be examined before the new restaurant is opened.

***SOLICITOR – J. J. Bolock***

J.J. Bolock reported he reviewed the loan documents from Dollar Bank and suggested changes which have been approved by the Bank. Steve Stecko instructed him to advertise a Request for Refuse Proposals to be submitted by October 13, 2010 at 4:00 p.m. Patricia Notaro requested that he prepare an Ordinance on the refuse fee and he responded that it should be sent to Jordan Tax Service.

***V. COMMITTEE REPORTS***

***PUBLIC WORKS - Carolyn Waldner***

Carolyn Waldner reported on dumpster issues and indicated that one dumpster had the wrong size door and needed to be replaced, the dead tree in the entrance island has been replaced and the fire hydrant by 552 Carriage Circle is not yellow. Steven Stecko stated they need to do a walk around and examine the fire hydrants.

***PARKS AND RECREATION - Marita Haubrick***

Marita Haubrick reported cracks in the playground sign. Carolyn Waldner was instructed to examine it and report back to Council.

***COMMUNITY AFFAIRS - Barbara Cinpinski***

Barbara Cinpinski stated she had nothing to report.

***CONDO REPORT***

The PVCA Board meeting scheduled for September 16, 2020 has been moved to September 23, 2020. Brenda George is scheduled to attend.

***PUBLIC SAFETY - Lucy Harper***

Mayor Harper reported the Borough is holding off on scheduling Halloween Trick or Treating until Allegheny County announces its plans. It is likely that October 31 from 6:00 to 8:00 will be the time frame. Participants should leave their front light on. Masks will be required for residents and children going door to door. There will be increased police presence in the Borough.

***FINANCE - Nicholas Honchar***

Nicholas Honchar reported the DCED approved the Borough's Application for Approval to Issue a General Obligation Note and are in the process of signing off.

***ADMINISTRATIVE CHAIRPERSON - Steven Stecko***

Steven Stecko informed Council that Patricia Notaro was taking a medical leave and that her tax equipment will be moved to her home. All mail will be delivered to her.

***INFORMATION TECHNOLOGY - Brenda George***

Brenda George reported the Food Truck information and menu was posted on the Borough website and Next Door App.

***FOOD TRUCK TUESDAYS - Cynthia Magri***

Cynthia Magri reported resident feedback regarding "Food Truck Tuesdays" has been very positive and the first vendor reported a complete sell out. Each food truck will have something different to offer. Steven Stecko stated he will be responsible for putting up "No Parking" signs and orange cones for the line queue.

## ***VI. OLD BUSINESS***

Steven Stecko reported the road construction project is now complete and thanked Council for its assistance during the process. He received Request No. 2 (Final) Payment from Sciarretti Site Development and Paving Company Co., Inc. in the amount of \$186,992.97 which has been reviewed and approved for payment by Clint Reilly. He reported that there was no hold back of funds for punch items since they were relatively small. He called for a motion to approve payment to Sciarretti Site Development and Paving Co., Inc in the amount of \$186,992.97 and upon motion of Carolyn Waldner and seconded by Nicholas Honchar, Council voted unanimously by roll call to approve the motion.

## ***VII. NEW BUSINESS***

Steve Stecko called for a motion to open new Borough bank accounts at Dollar Bank in accordance with the Borough's Construction Loan Agreement and requested that the proper Officers and Council Members sign the required documents. Upon motion of Brenda George and seconded by Marita Haubrick, Council voted by roll call to approve the motion.

Steven Stecko also reported an emergency waterline repair to the 6" cast iron waterline on Carriage Circle. Invoices have been reviewed and approved by Clint Reilly from American Leak Detection Company in the amount of \$400 and Process Contracting Company in the amount of \$4,015 and called for a motion to pay the invoices. On motion of Barbara Sigler and seconded by Brenda George, Council voted unanimously by roll call to approve the motion. Rae Wolff was instructed to make the payment and send a letter to PVCA requesting reimbursement for 1/2 of the total bill.

## ***VIII. OPEN DISCUSSION WITH COUNCIL***

None.

## ***IX. PUBLIC COMMENTS AND QUESTIONS***

None.

## ***X. ADJOURNMENT***

At 7:05 pm, on a motion by Carolyn Waldner and seconded by Nicholas Honchar, Council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Rae Carol Wolff