

**BOROUGH OF PENNSBURY VILLAGE**  
**MINUTES GENERAL MEETING**  
**July 12, 2022**

**I. CALL TO ORDER AND FLAG SALUTE**

Vice President Brenda George convened the General Meeting at 6:30 pm. A quorum was reached with the following members of Council present: Brenda George, Carolyn Waldner, Marita Haubrick, Nicholas Honchar and Maria Shamsi. Also present were Mayor Lucy Harper, Tax Collector Patricia Notaro, Borough Manager Rae Carol Wolff, Borough Engineer Clint Reilly and Solicitor Christopher Voltz. Steven Stecko was not present.

**II. PUBLIC COMMENT**

None.

**III. MINUTES AND ACCOUNTS PAYABLE**

The Minutes of the General Meeting of June 14, 2022 were adopted unanimously on motion of Carolyn Waldner and seconded by Marita Haubrick, with Nicholas Honchar and Barbara Cinpinski abstaining. The Minutes of the Caucus Meeting of June 28, 2022 were adopted unanimously on Motion of Barbara Cinpinski and seconded by Maria Shamsi, with Carolyn Waldner abstaining. Upon motion of Marita Haubrick and seconded by Carolyn Waldner, Council voted unanimously by roll call to accept accounts payable ending June 30, 2022 the amount of \$23,248.31.

**IV. OFFICIALS' REPORTS**

***MAYOR - Lucy Harper***

Mayor Lucy Harper reported 408 police calls for the month of June 2022 with 305 patrol actions, 16 foot patrols, 11 business checks, 53 traffic targets and 10 traffic stops of note. She also stated that Carnegie Borough has a Farmers Market located on East Main Street between Mary and Broadway on Sundays from noon until 3:00 pm.

***PRESIDENT/VICE PRESIDENT - Steven Stecko/Brenda George***

Steven Stecko was not present. No report was given in his absence

Brenda George stated she had nothing to report.

***MANAGER - Rae Carol Wolff***

Rae Wolff reported she received notice from PSAB that the 2nd payment of the American Rescue Plan Act should be received as early as July 18. She also indicated the new salt contract with Cargill has been signed and returned to them for signature.

***REAL ESTATE TAX COLLECTOR - Patricia Notaro***

Patricia Notaro reported she received 7 real estate tax payments totaling \$3,717.52 in June 2022 for a year to date total of \$252,877.16. There are 42 units outstanding for a total of \$23,691.44.

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

The Borough Manager reported \$9,183.42 in Earned Income Tax deposited in the month of June 2022.

***REFUSE FEE COLLECTOR:***

There were \$280.00 in refuse fees and \$100.00 in late fees collected in June 2022 for a year to date total of \$64,670.00 with 39 units outstanding.

***ENGINEER - Clint Reilly***

Clint Reilly stated he has nothing to report.

***SOLICITOR – Christopher Voltz***

Christopher Voltz reported he has reviewed the dog laws and will provide Council with copies.

***V. COMMITTEE REPORTS***

***PUBLIC WORKS - Steven Stecko***

Steven Stecko was not present. No report was given in his absence.

***PARKS AND RECREATION - Maria Shamsi***

Maria Shamsi reported Jeff Milnarcik has completed the work at the playground.

***COMMUNITY AFFAIRS - Barbara Cinpinski***

Barbara Cinpinski stated she had nothing to report but would contact Anita Kulik's office to inquire why the playground grant application was turned down.

***CONDO REPORT***

The regular monthly PVCA Board Meeting is scheduled for July 20, 2022. Maria Shamsi is scheduled to attend.

***SAFETY INSPECTION - Marita Haubrick***

Marita Haubrick reported a scheduled meeting with Mike McDermott resulted in a "no call" "no show". She has been unable to reach him.

***PUBLIC SAFETY - Lucy Harper***

Mayor Harper stated she had nothing to report.

***FINANCE - Nicholas Honchar***

Nicholas Honchar reported Edie York made the financial changes he requested. He is waiting for revised financials.

***ADMINISTRATIVE CHAIRPERSON - Steven Stecko***

Steven Stecko was not present. No report was given in his absence.

***INFORMATION TECHNOLOGY - Brenda George***

Brenda George reported the Borough website has been updated. Mayor Harper requested that a

notice be posted when a holiday falls on a Monday, trash pickup will be on Friday instead of Thursday.

**VI. OLD BUSINESS**

STP NPDES Permit - Project Update Clint Reilly finished a preliminary layout of the new UV system at the STP. An emergency generator will be required.

2022 Road Repair Project - Update

Clint Reilly spoke with T.A. Robinson Company and was advised the 2022 Road Repair Project will start in the second week of August.

**VII. NEW BUSINESS**

Accept 2022-2023 Road Salt Bid - Brenda George called for a motion accept the proposed 2022-2023 SHACOG Road Salt Joint Bid. Upon motion of Carolyn Waldner and seconded by Nicholas Honchar, Council voted unanimously by roll call to approve the motion.

Advertise for 2022- 2024 Snow Removal Contract Bids - Brenda George reported the PVCA Snow Removal contract expires September 30, 2022 and must be advertised for bid. She called for a motion to advertise the bid and upon motion of Barbara Cinpinski and seconded by Marita Haubrick, Council voted unanimously to approve the motion.

**VIII. OPEN DISCUSSION WITH COUNCIL**

None.

**IX. PUBLIC COMMENTS AND QUESTIONS**

None.

**X. ADJOURNMENT**

At 7:35 pm, on a motion by Barbara Cinpinski and seconded by Marita Haubrick, Council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Rae Carol Wolff

**BOROUGH OF PENNSBURY VILLAGE**  
**CAUCUS MEETING**  
Tuesday, July 26, 2022 - 6:30 pm  
Community Room

**I. ROLL CALL & CALL TO ORDER**

President Steven Stecko convened the meeting at 6:30 pm. A quorum was reached with the following additional members of Council present: Brenda George, Carolyn Waldner, Barbara Cinpinski, Marita Haubrick, Nicholas Honchar and Maria Shamsi. Also present was Mayor Lucy Harper.

**II. COMMITTEE REPORTS**

**A. PUBLIC WORKS - Steven Stecko**

Steven Stecko reported the pool was closed due to a fire in the pump room. After reopening the pump motor died. The wiring is now repaired and the pool is open.

Carolyn Waldner reported a dresser in front of the dumpsters. Also reported were carpet remnants, a sweeper and bookcase in Dumpsters 11 and 12 on Pennsvie Court. There was some discussion regarding potential video cameras to deter dumpster violations but the matter was tabled for a later time.

**B. PARKS AND RECREATION - Maria Shamsi**

Maria Shamsi reported that Jeff Milnarcik has finished the fence and mulching at the playground. There was some discussion regarding the weeds and shrubs at the entrance island and she was asked to contact him and request a cleanup.

**C. COMMUNITY AFFAIRS - Barbara Cinpinski**

Barbara Cinpinski reported she is working on the Summer Newsletter and requested a picture, information and a bio on the Sewage Treatment Plant for inclusion. Steve Stecko responded there may be some slides available.

**D. ADMINISTRATIVE/INSPECTION - Marita Haubrick**

Marita Haubrick reported the inspection process has been stalled and needs to be caught up. Some landlords remain delinquent. Rae Wolff was instructed to forward copies of the current BIU contract to Council Members. She also expressed concern about the need to provide residents with information regarding recycling options to be posted on the Borough website.

**E. PUBLIC SAFETY - Lucy Harper**

Mayor Harper reported the state has dropped oral rabies vaccination baits in the community and advised residents to watch their pets when outside. She indicated that the storm on Saturday was very severe and there was extra patrol by the Carnegie Police during the storm and power outage.

**F. CONDOMINIUM REPORT - Maria Shamsi**

The PVCA Board Meeting was scheduled for July 20, 2022. Maria Shamsi attended and reported the following: Income and expense reports for June were approved; payment of operating expenses for the month of May was ratified; payment of Employee Payroll was ratified. Rob Stevenson gave a

Delinquency/Collection report. The Landscaping Committee will prepare a report in September. Doors are in the process of being replaced and there is some roof replacement. Outdoor decorations are being monitored. Budget for the pool season was exceeded. The carports are dirty and need to be cleaned.

**G. FINANCE - Nicholas Honchar**

Nicholas Honchar stated he had nothing to report.

**H. INFORMATION TECHNOLOGY - Brenda George**

Brenda George reported that the Borough website is up to date.

**I. MANAGER – Rae Carol Wolff**

Rae Wolff reported that she received and paid the first and second quarter invoices for Carnegie Police Fire and Ambulance Service and that the SHACOG salt contract has been signed and the Cargill contract is in process. Steven Stecko reported the SAM's number has been renewed this year so payment of the remainder of the American Rescue Funds can be made. The Borough is expecting to receive approximately \$34,000.00.

**J. ACBA / PSAB - Carolyn Waldner**

Carolyn Waldner stated she had nothing to report.

**III. ITEMS FOR DISCUSSION**

**Inspection Program Expansion Update:** Expansion of the Inspection Program is on hold until the rental inspection program is caught up.

**Sewage Treatment Plant Update:** The DEP has not yet approved the preliminary drawings for the Sewage Treatment Plant work.

**2022 Road Repair Update:** Work is expected to begin the second week of August.

**Playground Grant Update:** Barbara Cinpinski will contact Anita Kulik's office to inquire what happened to the grant submission.

**Lower Island Landscaping:** Maria Shamsi to contact Jeff Milnarcik with instructions to weed the entrance island.

**IV. NEW BUSINESS**

None.

**V. OPEN DISCUSSION**

None.

## **VI. ADJOURNMENT**

Steven Stecko called for a motion to adjourn. On motion of Carolyn Waldner, seconded by Nicholas Honchar and unanimously approved, the meeting was adjourned at 7:30 pm.

Respectfully submitted,  
Rae Carol Wolff

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Rae Carol Wolff

**BOROUGH OF PENNSBURY VILLAGE**  
**ACCOUNTS PAYABLE**  
**July 1 through July 31, 2022**

400.710	PVCA/July Rent	\$ 250.00
400.200	Aqua Filter Fresh/Water Cooler Rental	\$ 7.44
400.311	YAD Services, LLC/Accounting Services	\$ 471.25
410.450	Standard Insurance Company/Life & AD&D	\$ 194.35
429.338	Dalton Service ComPANY/Sludge Removal	\$ 1,277.77
429.450	CWM/Wastewater Operations	\$ 1,030.00
427.450	Valley Waste Service/Refuse Removal	\$ 4,783.00
404.310	Tucker/Arensberg/ Legal Fees	\$ 1,095.00
429.370	Commonwealth of PA/Chapter 302 Annual Service Fee	\$ 100.00
429.361	Duquesne Light Company/STP	\$ 299.68
429.870	Duquesne Light Company/	\$ 675.98
409.360	Duquesne Light Company/	\$ 73.65
410.450	Borough of Carnegie/Police Fire and Ambulance/Two Quarterly Payments	\$ 36,677.78
410.450	Standard Insurance Company/Life & AD&D	\$ 194.35
454.700	Milnarcik Landscaping/Playground Cleanup	\$ 2,586.00
400.325	U.S.P.S./3 rolls of Postage Stamps	\$ 180.00
400.210	Com Doc/Printer Contract and Overage Charges	\$ 324.05
429.370	DEP/Annual Fee/NPDES Permit	\$ 1,000.00
429.450	CWM/Analytical Testing	\$ 1,650.00
403.200	Patricia Notaro/Expense Reimbursement	\$ 116.00
403.200	Patricia Notaro/Administration Fee	\$ 1,450.00
404.310	Tucker/Arensberg/ Legal Fees	\$ 870.00
400.321	Comcast Voice	\$ 243.07
400.210	Comcast/Cable	\$ 72.87
408.310	NIRA Consulting Engineers/Meeting Attendance	\$ 200.00
429.313	NIRA Consulting Engineers/Review STP Invoices/Questions from Operator	\$ 209.44
439.313	NIRA Consulting Engineers/Ac7 287 Requests, PA One Call	\$ 142.80
429.313	NIRA Consulting Engineers/STP Upgrade Compliance Study	\$ 809.20
439.456	NIRA Consulting Engineers/2022 Road Repairs	\$ 318.64
429.313	NIRA Consulting Engineers/2022 MS4 Permit Waiver Application	\$ 383.04
	TOTAL	<u>\$ 57,685.36</u>