

MINUTES
BROOKVILLE BOROUGH COUNCIL MEETING
Tuesday, December 18, 2018 @ 7:00 P.M.

The Brookville Borough Council met in the large conference room on Tuesday, December 18, 2018 at 7:00 P.M. with the following in attendance:

COUNCIL MEMBERS

Richard Beck
Phil Hynes
Bill Kutz
Karen Allgeier
Dave Ferringer
Ken King
Rick Baughman
Randy Bartley

STAFF

Manager Dana D. Schreckengost
Solicitor Jim Dennison

VISITOR/MEDIA

Rose James
John Pozza
Joy Norwood

CALL TO ORDER:

President Phil Hynes called the meeting to order at 7:00 P.M. and led the group in the Pledge of Allegiance to the American Flag.

CORRECTIONS/APPROVAL OF MINUTES (December 4, 2018):

President Pro-Tem Karen Allgeier moved to approve the minutes of the December 4th meeting as submitted; seconded by Vice-President Bill Kutz. Motion carried 7-0.

FINANCIAL REPORTS:

- A. Approval of Expenditures** – The current bills were presented for approval. President Pro-Tem Karen Allgeier moved to approve the bills as submitted; seconded by Member Dave Ferringer. Motion carried 7-0.

PUBLIC COMMENT: None

REPORTS:

Committee Reports

A. Finance Committee

- 1. 2019 Pay Rates** – Finance Committee Chair Karen Allgeier stated in 2019 the Council as well as the Finance Committee have authorized pay raises for our administrative staff and our department heads. Finance Committee Chair Karen Allgeier stated if anyone wants to inquire as to what those rates are, they are more than welcome to come in.

Solicitor

- A. Ordinance Number 1102 - 2019 Taxes** – Solicitor Jim Dennison stated you have your tax ordinance. Solicitor Jim Dennison stated there is no tax increase this year. Solicitor Jim Dennison stated it is for a total of 16.515 mills on real estate, thirty-six mills on occupations, there is a local services tax

of fifty-two dollars, and a five dollar per capita tax. Solicitor Jim Dennison stated it is ordinance number 1102. President Pro-Tem Karen Allgeier moved to approve Ordinance number 1102, an ordinance fixing the tax rate for the year 2019; seconded by Vice-President Bill Kutz. Motion carried 7-0.

Borough Manager

A. Boards/Commissions Terms Expiring – Manager Dana D. Schreckengost stated we have the yearly Boards and Commissions to run through.

- 1. Brookville Municipal Authority** - Manager Dana D. Schreckengost stated the first is the Brookville Municipal Authority. Manager Dana D. Schreckengost stated they have made the recommendation to re-nominate Tom Dinger for a five year term to the Brookville Municipal Authority. President Pro-Tem Karen Allgeier moved to reappoint Tom Dinger to a five year term on the Brookville Municipal Authority Board; seconded by Vice-President Bill Kutz. Motion carried 7-0.
- 2. Planning Commission** - Manager Dana D. Schreckengost stated next is the Planning Commission. Manager Dana D. Schreckengost stated we have Dr. Ed Richards and Rick Park both up for renewal, and they are five year terms. Randy Bartley moved to reappoint Dr. Ed Richards and Rick Park for five year terms on the Planning Commission; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0.
- 3. Zoning Hearing Board** - Manager Dana D. Schreckengost stated we have two openings on the Zoning Hearing Board. Manager Dana D. Schreckengost stated only one is interested in continuing and that is Scott Seeley, and that would leave a vacant position on the Zoning Hearing Board. Manager Dana D. Schreckengost stated it is a five year term. Member Ken King moved to approve Scott Seeley for an additional five year term on the Zoning Hearing Board; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0. Member Randy Bartley asked if we advertise vacancies. Manager Dana D. Schreckengost stated we typically do not pay to advertise. Manager Dana D. Schreckengost stated we typically ask the press to put out that there is a vacancy for the Zoning Hearing Board, and we put it on Facebook and our website.
- 4. Police Civil Service Commission** – Manager Dana D. Schreckengost stated next is the Police Civil Service Commission. Manager Dana D. Schreckengost stated this is a six year term, and they are re-nominating Eric Zents. President Pro-Tem Karen Allgeier moved to approve Eric Zents for another six year term on the Police Civil Service Commission; seconded by Vice-President Bill Kutz. Motion carried 7-0.
- 5. Council Vacancy Board** – Manager Dana D. Schreckengost stated we have the Council Vacancy Board. Manager Dana D. Schreckengost stated this is a one year term, and Judi Anthony is the only member on that board. Manager Dana D. Schreckengost stated we were unable to get in contact with her prior to the meeting, but she is typically willing to serve on that. Manager Dana D. Schreckengost stated she would need a motion contingent on Judi Anthony accepting that position. Member Randy

Bartley moved to approve Judi Anthony to another one year term on the Council Vacancy Board contingent on her accepting the position; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0.

- B. **Borough CD** – Manager Dana D. Schreckengost stated a CD is coming due on December 20th with a current balance of \$65,000.00. Manager Dana D. Schreckengost stated two of the local banks provided us quotes. Manager Dana D. Schreckengost stated S&T Bank is offering a special fourteen month CD at two-point-four-eight percent, and that is her recommendation. Manager Dana D. Schreckengost stated First Commonwealth is offering a six month CD at two-point-oh-two or a twelve month at two-point-two-six. President Pro-Tem Karen Allgeier moved to take Manager Dana D. Schreckengost's recommendation as presented; seconded by Member Dave Ferringer. Motion carried 7-0.
- C. **Resolution 551-18 – Duplicate Bill Fee for Tax Collector** – Manager Dana D. Schreckengost stated your Tax Collector is asking for an additional resolution which is Resolution 551-18. Manager Dana D. Schreckengost stated we passed a resolution already for a couple different fees, but we missed the duplicate bill fee. Manager Dana D. Schreckengost stated this would just be for a duplicate bill fee, and it is only for when she is asked for a duplicate bill. Manager Dana D. Schreckengost stated this would give her the right to charge five dollars for that. Member Randy Bartley moved to approve Resolution 551-18, duplicate bill fee for Tax Collector as presented; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0.
- D. **USDA Relocation Letter of Support** – Manager Dana D. Schreckengost stated USDA is currently in Harrisburg and they are looking at moving their headquarters to Clarion. Manager Dana D. Schreckengost stated they are asking any willing participants to provide a letter of support. Vice-President Bill Kutz stated he said to Manager Dana D. Schreckengost earlier he would rather this go in Brookville, and President Pro-Tem Karen Allgeier stated that was exactly what she was thinking. Vice-President Bill Kutz asked Manager Dana D. Schreckengost to say how she responded. Manager Dana D. Schreckengost stated Clarion is shovel-ready; they already have the roads, water, and sewer in place at Trinity Park. Manager Dana D. Schreckengost stated unfortunately our Industrial Park is not there yet, and we do not have a solid timeline on when that would occur. Member Randy Bartley moved to approve Manager Dana D. Schreckengost send a USDA relocation letter of support as presented; seconded by Member Rick Baughman. Motion carried 7-0.
- E. **Next Meeting – Wednesday, January 2, 2019** – Manager Dana D. Schreckengost stated because of the holiday the next meeting is Wednesday, January 2, 2019 at 7:00 P.M.
- F. **Executive Session – Real Estate and Personnel** – Manager Dana D. Schreckengost requested an executive session for two different reasons; real estate and personnel with action expected for personnel.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

MEDIA QUESTIONS/COMMENTS/CLARIFICATION:

- A. **John Pozza – Pay Raises** – Reporter John Pozza asked if the pay raises for the administrative staff and the department heads are cost of living increases or above cost of living. President Pro-Tem Karen Allgeier stated cost of living. Reporter John Pozza asked what the percentage is. President Pro-Tem Karen Allgeier stated it is around two percent. President Phil Hynes stated the salaries are available if anyone wants to inquire.

EXECUTIVE SESSION:

Brookville Borough Council entered an executive session at 7:16 P.M. to discuss a real estate and personnel matter with action expected. Executive session ended at 7:40 P.M. with the following action taken:

Personnel Committee Chair Karen Allgeier stated the Personnel Committee met and have agreed to put forth a person for the part-time cleaning job with a rate of pay of eleven dollars an hour and a forty five day probation period. President Pro-Tem Karen Allgeier stated at this time until that person accepts the position we will not release any names. President Pro-Tem Karen Allgeier made a motion from committee that we hire the person that was discussed by the Personnel Committee today. President Phil Hynes asked all Council Members in favor of this motion coming from committee to say ‘aye’. Motion carried 7-0.

ADJOURNMENT:

President Pro-Tem Karen Allgeier moved to adjourn; seconded by Vice-President Bill Kutz. Motion carried 7-0 at 7:42 P.M.

Borough Manager

