



BOROUGH *of* BROOKVILLE

Borough of Brookville

January 6

2014

Council AGENDA

MEMBERS

Richard Beck (Mayor)
John Blazosky
Phil Hynes
Karen Allgeier
Bill Kutz
Steve Hoak
Dave Ferringer
Clarinda Darr

STAFF

Charles R. Gable
Jason Brown
James Lipuma
Kerry Swineford
Robert Receski
Emerson Turnbull
Christine Gunning
James Dennison

- Borough Manager
- Chief of Police
- Fire Chief
- Finance Director
- Public Works Director
- Zoning/Code/Health Officer
- Administrative Assistant
- Solicitor



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



MEMBERS

Richard Beck (Mayor)
John Blazosky
Phil Hynes
Karen Allgeier
Bill Kutz
Steve Hoak
Dave Ferringer
Clarinda Darr

STAFF

Charles R. Gable
Jason Brown
James Lipuma
Kerry Swineford
Robert Receski
Emerson Turnbull
Christine Gunning
James Dennison

-Borough Manager
-Chief of Police
-Fire Chief
-Finance Director
-Public Works Director
-Zoning/Code/Health Officer
-Administrative Assistant
-Solicitor

I. CALL TO ORDER

Mayor Richard Beck

II. PLEDGE OF ALLEGIANCE

III. SWEARING IN

a. Mayor Beck to swear in members not already sworn into office

IV. REORGANIZATION OF COUNCIL

a. Election of Council President

i. Mayor Beck to call for nominations (each nomination must have a second)

1. Mayor Beck to turn gavel over to newly elected Council President

b. Election of Council Vice-President

i. Council President to call for nominations (each nomination must have a second)

c. Election of Council President Pro-Tem

i. Council President to call for nominations (each nomination must have a second)

d. Adoption of Parliamentary Procedures

i. STAFF Recommendation – Adopt *Robert’s Rules of Order’ Newly Revised Version*

REGULAR BUSINESS MEETING

V. CORRECTIONS/APPROVAL OF MINUTES

a. December 3, 2013

Page 3

b. December 17, 2013

Page 6

VI. FINANCIAL REPORTS

a. Review/Approve Accounts Payable

b. Fund Level Financial Statements(s)

VII. PUBLIC COMMENT (5 minutes per speaker)

a. None Scheduled as of 5 January 2014

VIII. REPORTS

a. Chief of Police

Jason Brown

b. Fire Chief

James Lipuma

c. Public Works

Bob Receski

Page 10

d. Zoning/Code/Health Officer

Emerson Turnbull

e. Solicitor

James Dennison

f. Committee Reports

g. Borough Manager

Charles Gable

i. Correspondence



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



- ii. FEMA Status – POTUS Disaster Declaration (June 2013)
- iii. IT Update
 - 1. FREEDOM Implementation
 - 2. Website Development
- iv. Statement of Financial Interest (State Ethics Commission)
- v. Personnel
 - 1. Executive session requested to discuss union contractual issues at end of business meeting. No action expected.

IX. UNFINISHED BUSINESS

- a. BMA Modified Consent Order and Agreement (carried over)
- b. Appointment to Authorities, Boards and Commissions Gable
 - i. Planning Commission (5-yr. Term)
 - 1. Rick Park 12/31/2013
 - ii. Zoning Hearing Board (5-yr. Term)
 - 1. Seth Kerr
 - 2. Marcia Barr 12/31/2013
- c. Reappointment of Nichols & Slagel as Borough Engineer for 2014

X. NEW BUSINESS

- a. Retired Police Chief Ken Dworek
 - i. Retaining his service weapon Dennison
 - ii. Consulting Services Agreement (transition to new Chief) Gable/Dennison

XI. ELECTED OFFICIALS COMMENTS

- a. Mayor Richard Beck
- b. Member Clarinda Darr
- c. Member Dave Ferringer
- d. Member Karen Allgeier
- e. Member Steve Hoak
- f. Member Bill Kutz
- g. Member Phil Hynes
- h. Member John Blazosky

XII. MEDIA QUESTIONS/COMMENTS/CLARIFICATION

XIII. CALL FOR ADJOURNMENT



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



MINUTES
BROOKVILLE BOROUGH COUNCIL MEETING
Tuesday, December 3, 2013 @ 7:00 P.M.

The Brookville Borough Council met in Council Chambers on Tuesday, December 3, 2013 at 7:00 P.M. with the following in attendance:

COUNCIL MEMBERS

John Blazosky
Phil Hynes
Karen Allgeier
Steve Hoak
James B. Sarvey
William Kutz
David Ferringer

STAFF

Manager Charles Gable
Solicitor Jim Dennison
Superintendent Bob Receski
Mayor Chip Wonderling
Police Chief Ken Dworek
Health Code & Zoning and Code
Enforcement Officer -
Emerson Turnbull
Recorder – Christine Gunning

VISITOR/MEDIA

Judi Anthony
Matt Triponey
John Pozza
Jim Lipuma
Clarinda Darr
Tracy Zents
Charles Turnbull
Randy Bartlett
Mark & Janet Mohney

CALL TO ORDER:

President Blazosky called the meeting to order and led the group in the Pledge of Allegiance to the American Flag.

CORRECTIONS/APPROVAL OF MINUTES (November 5th & 19th)

Member Hoak moved to approve the minutes as submitted; seconded by Member Allgeier. Motion carried 7-0.

FINANCIAL REPORTS:

1. Approval of Expenditures – The current bills were presented for approval. Manager Gable had one addition; \$4,556.00 for Solicitor Dennison’s services from September to the end of November. Member Hynes moved to approve the bills as amended; seconded by Member Hoak. Motion carried 7-0.

2. Financial Report – President Blazosky stated that anyone who has questions regarding the Financial Report should contact Manager Gable or Member Hynes.

PUBLIC COMMENT:

1. **Mark and Janet Mohney – LERTA Application** – Mark and Janet Mohney stated they are buying the property that was Guthrie Automotive and are applying for LERTA tax abatement to get improvements made to the property. Member Sarvey moved to approve the LERTA application subject to review by the School Board; seconded by Member Ferringer. Motion carried 7-0.

REPORTS:

Fire Chief –

1. **Monthly Fire Report** - Tracy Zents stated there were 21 alarms in the month of November. Tracy Zents stated there were 6 motor vehicle accidents, 1 structure fire, and 5 mutual aid calls. Tracy Zents stated the Brookville Volunteer Fire Company is preparing for the annual gun raffle being held in March.



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



2. Jim Lipuma – Transferring Money – Jim

Lipuma requested that the money that Council received from the Firemen's Club last November please be transferred to the Fire Company that the Borough is holding on their behalf. Jim Lipuma stated the money will be put directly into their truck account that they have established. Jim Lipuma stated that a year ago he resigned as Fire Chief over that money and he is asking Council to transfer it over to the Fire Company where it belongs. President Blazosky recommended investigating this further. After some discussion, Solicitor Dennison pulled his solicitorship from the Borough, since he also represents the Fire Company. President Blazosky stated he wanted to wait to act on this issue until Council gets representation. Member Sarvey moved to transfer \$55,000.00 to the Fire Company; seconded by Member Allgeier, Member Hoak abstained, all other Members voted against the motion. President Blazosky stated Council will look into this further.

Police Chief – Police Chief Dworek had nothing to report.

Superintendent's Report -

Superintendent Receski said if anyone had questions regarding his written Superintendent's report, he would be glad to answer them.

Health/Zoning/Code Officer – Health Code Officer Emerson Turnbull stated he distributed his written Zoning Code Officer report.

Committee Reports

A. Community Resources Committee

1. **Special Event Permits** – Member Allgeier stated the Community Resources Committee is working on a Special Event Permit form.

B. Finance Committee

1. **Status of 2014 Budget Preparation** - Member Hynes stated the Finance Committee has completed the 2014 Budget, and there was no tax increase. Member Hynes stated the General Fund Budget for 2014 has expenditures of 1,898,102.73 which is offset by equaling revenues and transfers. Member Hynes stated a capital reserve fund has been included in the budget. Member Hynes stated they are presenting the Budget tonight for review, and it will be on display, and then hopefully we will be able to enact it next week.

C. Property Committee

1. **Brookville Volunteer Fire Company – Administration Building Proposal** – Member Kutz requested an executive session. Council entered executive session at 7:25 p.m. Executive session ended at 7:45 p.m. with the following action taken. Member Kutz made a motion coming from Committee to lease the former Brookville Area School District Administration Building to the Brookville Volunteer Fire Company. We don't know exactly the terms of the lease. We think it will be for ten years, annually renewed for \$1.00 per year. They will maintain the building according to the agreement that will be drawn up. Member Hoak abstained, Member Ferringer opposed, 5 Members approved; motion carried 5-2.

Borough Manager's Report

- A. **Chamber Eggs and Issues Invitation** – Manager Gable stated Council Members are invited to the Chamber Eggs and Issues Breakfast at the Heritage House Thursday, December 12th at 7:30 a.m.



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



B. Software & Associated Initiatives

Update/Information – Manager Gable stated he will have a conference call with Freedom tomorrow. A representative from Freedom will be onsite next week to train the staff.

Solicitor's Report

- A. **Ordinances and Resolutions** – Solicitor Dennison stated that at the next Borough Council meeting on December 17th, Council will be adopting a resolution adopting the budget, and a resolution appointing an auditor.

UNFINISHED BUSINESS:

- A. **BMA Modified Consent Order and Agreement** – Solicitor Dennison stated he is waiting to hear back from the attorney for the Department of Environmental Protection.
- B. **Ordinance 1086 – 2013 DRAFT (Amending Chief Pension Plan)** – Member Allgeier moved to approve Ordinance 1086-2013 amending the Chief Pension Plan; seconded by Member Hoak. Motion carried 7-0.
- C. **Appointments to Authorities, Boards and Commissions** – Member Allgeier moved to approve Judi Anthony to be reappointed to the Council Vacancy Board for another one year term; seconded by Member Hoak. Motion carried 7-0.

NEW BUSINESS:

- A. **Resolution 494-13 – Tax Collection Committee 2014 Budget and Voting Delegate** – President Blazosky stated this will be reviewed for the next Borough Council meeting on December 17, 2013.

ELECTED OFFICIAL COMMENTS:

- A. **Members Hoak and Allgeier** – Members Hoak and Allgeier thanked the Light Up Committee for their hard work.
- B. **Member Hynes** – Member Hynes stated that merchants have commented that people thought the red bags on the parking meters meant 'no parking' instead of free two hour parking for the holidays.

CALL FOR ADJOURNMENT:

Council Member Allgeier moved to adjourn; seconded by Council Member Hoak.
Motion carried 7-0 at 8:00 p.m.

Borough Manager



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



MINUTES
BROOKVILLE BOROUGH COUNCIL MEETING
Tuesday, December 17, 2013 @ 7:00 P.M.

The Brookville Borough Council met in Council Chambers on Tuesday, December 17, 2013 at 7:00 P.M. with the following in attendance:

COUNCIL MEMBERS

John Blazosky
Karen Allgeier
James B. Sarvey
Steve Hoak
David Ferringer
William Kutz
Phil Hynes

STAFF

Manager Charles Gable
Superintendent Bob Receski
Solicitor Jim Dennison
Mayor Chip Wonderling
Police Chief Ken Dworek
Code Enforcement and Zoning
Officer - Emerson Turnbull
Recorder Christine Gunning

VISITOR/MEDIA

Judi Anthony
Matthew Triponey
Ann Sarvey
Clarinda Darr
Dick Beck
Jim Lipuma
Tracy Zents
Charles Turnbull
Valerie Zents
Katie Zents
Kyle Zents
Charlie Schrecengost
Dick Boozer
John Wirick
Scott Minich
Mike Battaglia
Ed Schrecengost

CALL TO ORDER:

President Blazosky called the meeting to order and led the group in the Pledge of Allegiance to the American Flag.

President Blazosky stated Council presented Member Sarvey with a plaque before the meeting to honor him for serving on Council for 20 years.

FINANCIAL REPORTS:

1. Approval of Expenditures – The current bills were presented for approval.

Member Hoak moved to approve the bills as submitted; seconded by Member Allgeier. Motion carried 7-0.

2. Financial Report – President Blazosky stated that if anyone had questions regarding the Financial Report they should ask Manager Gable and Member Hynes. Manager Gable stated the Borough is finishing the year within budget.

PUBLIC COMMENT:



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



1. John Wirick – Firemen Club vs. Fire

Company Lawsuit – John Wirick asked Council the following questions; how much of our tax millage is given to the Brookville Volunteer Fire Company, does the Borough ever see the Brookville Volunteer Fire Company’s financial statements to see how the money is being used, is the Brookville Volunteer Fire Company’s financial record available for public review, is our tax money being used to pay for the lawsuit. Solicitor Dennison stated the Brookville Volunteer Fire Company gets 1.1 mils of tax money. Solicitor Dennison stated that the Borough never asked to see the Brookville Volunteer Fire Company’s financial statements. Solicitor Dennison stated he does not think the Brookville Volunteer Fire Company’s financial records are available for public review since the Brookville Volunteer Fire Company is not a public entity or a public agency. Jim Lipuma stated that no tax money is being used for the lawsuit.

- 2. Christine and Alan King – Naming of New Road** - Alan King stated he is requesting that Council approve the road off of Richards Street past Ace Hardware to be named ‘King Ridge Drive’. Mr. King stated they are not requesting that the road be ordained. Member Allgeier moved to approve the proposed name ‘King Ridge Drive’ as a private road off of Richards Street in the Borough of Brookville; seconded by Member Kutz. Motion carried 7-0.

REPORTS:

Fire Chief – Tracy Zents reported the Brookville Volunteer Fire Company responded to 7 alarms resulting from the storm over the weekend. Tracy Zents stated they spent 11 hours on the interstate dealing with various accidents. Tracy Zents reported there were no serious injuries.

Police Chief- Chief Dworek stated the oldest police cruiser, the Ford Crown Victoria, is ready to be put up for sale. Chief Dworek stated the cruiser has over 100,000 miles and the transmission is going bad. Member Hynes made a motion to put the retired police cruiser out to bid; seconded by Member Allgeier. Motion carried 7-0. Chief Dworek also stated the Police Department has received around \$10,000.00 in grants for next year.

Superintendent’s Report –

Superintendent Receski said if anyone had questions regarding his written Superintendents report, he would be glad to answer them.

Health Code Officer –

No Report

Code Enforcement –

Code Enforcement and Zoning Officer Emerson Turnbull stated that he gave Council a copy of his written report and he would be glad to answer any questions regarding it.

Committee Reports –

A. Community Resources Committee

- 1. Special Event Permits – Final Draft**– Member Hoak stated the Community Resources Committee has a final draft of the form outlining the steps involved in getting a special event permit. Member Hoak made a motion coming out of Committee to approve this form for use starting January 1, 2014 for all special events. This motion was approved unanimously, 7-0.

B. Finance Committee



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



1. 2014 Budget Adoption – Member Hynes

stated the 2014 Budget has been put on official display for the required 10 days. Member Hynes stated the total budget is \$1,854,941.00 which is the expenses offset by revenues. Member Hynes made a motion to approve the resolution adopting the 2014 Budget as presented and properly displayed; seconded by Member Hoak. Motion carried 7-0. Member Hynes added that making the 2014 Budget involved absolutely no tax increase.

2. **Ordinance 1087–2013** – Member Allgeier moved to adopt Ordinance 1087-2013; seconded by Member Hoak. Motion carried 7-0.
3. **Resolution Appointing an Auditor for 2013 Accounts** – Member Sarvey moved to approve the Resolution appointing an Auditor for 2013 accounts; seconded by Member Allgeier. Motion carried 7-0.

Borough Manager’s Report

- C. **Annual Report** – Manager Gable reviewed accomplishments in 2013.
- D. **Software & Associated Initiatives Update/Implementation** – Manager Gable reported the new server is in place. Manager Gable reported that the new Freedom Systems software should be up and running January 1, 2014.
- E. **Executive Session** – Manager Gable requested an executive session to discuss personnel matters with action expected.

Solicitor Report

- A. **Zoning Code Book** – Solicitor Dennison stated some zoning issues are coming up and he needs a copy of the old zoning code book. Council Members stated they will look for one.

UNFINISHED BUSINESS:

- A. **BMA Modified Consent Order and Agreement** – Solicitor Dennison stated we are waiting to hear back from the Department of Environmental Protection on the Brookville Municipal Authority modified consent order and agreement.
- B. **Appointments to Authorities, Boards and Commissions** – Solicitor Dennison stated these appointments usually take place at the next Borough Council meeting by the new Board.
- C. **Resolution 494-13 Tax Collection Committee 2014 Budget and Voting Delegate** – Member Allgeier moved to appoint Manager Gable as the primary delegate and Kerry Swineford as the first alternate and Bonnie Parrett as the second alternate; seconded by Member Hoak. Motion carried 7-0.
Member Hynes moved to approve the budget of the taxing authority as presented; seconded by Member Allgeier. Motion carried 7-0.

NEW BUSINESS:

- A. **Authorization to Advertise the January 6, 2014 Council Meeting** – Member Hoak moved to approve advertising January 6, 2014 as the Council reorganization meeting with the business meeting following; seconded by Member Allgeier. Motion carried 7-0.
- B. **FEMA/PEMA June 2013 POTUS Declaration** – Member Hoak moved to approve Resolution 495-13 approving Manager Gable as our ‘applicant agent’ for FEMA/PEMA; seconded by Member Allgeier. Motion carried 7-0.



Borough of Brookville
Council Meeting Agenda
Monday, January 6, 2014 @ 7:00 PM



EXECUTIVE SESSION:

Council entered an Executive Session at 7:45 p.m. to discuss personnel matters with action expected. Executive Session ended at 8:28 p.m. with the following action taken. Member Hynes stated they had a difficult decision to make, with four excellent candidates for Police Chief to consider. Member Hynes recommended out of committee to hire Sergeant Jason Brown, a police officer with 25 years law enforcement experience. President Blazosky asked for a role call vote which follows; Member Sarvey – Yes, Member Ferringer – No, Member Allgeier – Yes, Member Hoak – Yes, Member Kutz – No, Member Hynes – Yes, President Blazosky – Yes. Motion carried 5-2.

ELECTED OFFICIAL COMMENTS:

1. **Mayor Wonderling** – Mayor Wonderling thanked everyone for giving him the opportunity to serve for 12 years. Mayor Wonderling stated he will be available until January 7, 2014.
2. **Member Sarvey** – Member Sarvey thanked everyone and stated it was an honor to serve for 20 years.
3. **All Members** – All remaining Council Members thanked the Mayor and Member Sarvey for their service.

CALL FOR ADJOURNMENT:

Council Member Allgeier moved to adjourn; seconded by Council Member Hoak.
Motion carried 7-0 at 8:40 p.m.

Borough Manager



SUPERINTENDENTS REPORT
January 2, 2014

WINTER MAINTENANCE:

Winter maintenance is our primary concern at this time of the year. This winter season has been one of the harshest that we have experienced in recent years. We had ample salt and anti skid supplies on hand from the winter of 2013 to get us through the first part of the winter. Our first order of material that we placed for 2014 was on December 19, 2013 which will affect our 2014 budget. I will need to keep close watch on this line item to assure we do not over run this line item. I will do my very best and keep the Street Committee informed of any adjustments that might be necessary.

OVERTIME:

We have used 22 hours of overtime hours in the past two weeks. This is a decrease of 42 hours from the previous two week period. This decrease is the result of our rotating shift schedule which started on December 12th. I will continue to monitor this very closely.

STORM WATER PROBLEMS:

With the snow and rain mixture that we have been experiencing, we have had to spend considerable time on keeping our drainage system operating effectively. We have expended 28 hours in the past two weeks on this problem.

COMPLEX WORK ORDERS:

All regular work orders are current. We used 6 man hours on 2 work orders in the past 2 weeks.

WINTER SPECIAL PROJECTS:

I have scheduled the following projects as weather permits:

1. Rebuild and paint all of our road closed barricades.
2. Strip and wax tile floors in Borough Complex as needed.
3. Paint the Police Department.

If any Council Member has any special projects that need attention, I would like them to give me their ideas.

I will be glad to answer any and all questions.

Bob Receski
Superintendent