

1. Call to Order:

On March 5, 2018 President Ramper called the Borough Council to order at 7:30 PM, followed by the salute to the flag and a moment of silence. Roll call was taken and all members were present.

2. Action on Minutes:

A motion was made by Matio to have the minutes from the February 5, 2018 Council meeting approved and it was seconded by McDonald. The motion was unanimously approved.

3. Citizen Comments:

No citizen comments.

4. Reports:

A. Mayor – Mayor Miller read the police report for February. She attended the Penbrook Athletic Association meeting with the Borough Manager. The police department will be interviewing for PT officers beginning March 21. She mentioned that some of the yellow curb lines are not in compliance and has asked Public Works to look into the matter at several intersections. Discussions were held involving the parking in the Borough lot during the upcoming snow event.

B. Treasurer – Secretary Eberly read the Treasurer's report for February 2018. A motion was made by Deardorff and seconded by Armbruster to approve the Treasurer's report for audit. The motion passed unanimously.

C. Manager – Eberly thanked the Public Works team for their fine job of clearing the streets during recent snow/ice events. Personal and LST tax bills were mailed out by Keystone Collections. Payments for these bills are not accepted at the Borough Office, since this function has been outsourced to Keystone. A grant is being considered in order to replace the old leaf machine. If the grant is not successful, alternate funding will need to be identified for a replacement machine, since the old machine is not operational. The Borough has received a Highway Occupancy Permit for the work to be completed at Herr Street due to a sinkhole. A meeting was held with Bob Rhoads on EMA needs.

D. Solicitor – No report.

E. Engineering – Not asked to be present.

F. Fire Chief- Musser provided an overview of the fire reports from January and February which were light activity months. He provided an update on his grant

application of \$118,000 for air packs and it will be reviewed in April. If obtained, a 15% match of funds will be required. On March 15<sup>th</sup> there will be a fundraiser at the Texas Roadhouse from 3-9 PM. A flyer is needed which can be obtained from the company facebook or flyers will be available at the Borough Office.

G. Committees:

1. Codes – No report.

2. Public Safety – Bob Rhoads provided updates of the upcoming snow event. Trash is littered along the fence beside the cemetery. It was also reminded to check on elderly neighbors to make sure they are ok during these winter months. Order of Succession for the month of March is McDonald, Matio and Shaw. We will need to update the Order of Succession to include Copley.

3. Parks & Property – The next meeting is March 14 at 6:30 PM. We are working with Rettew on making Little Valley Park more handicap accessible.

4. Public Works – Two items will be discussed under new business.

5. Personnel – An Executive Session was called by President Ramper to discuss several items.

6. Community & Government – The Keep Penbrook Beautiful initiative will be coming up later this spring. The Council committed to continuing this tradition and dates of April 14 and either May 7 or 14 are being considered. The Lions pancake breakfast is scheduled for Saturday. A meet and greet the new Borough personnel is scheduled for the next Council meeting at 6:00PM.

7. Budget – A summary report was briefly reviewed.

8. Authority- The Authority has agreed to contribute by paying its portion for the newsletter. They also approved to pay \$17,500 for the Herr Street sink hole repairs along with \$11,000 for materials. At the last Authority meeting we had a presentation of the Low Volume Road Grant work that was done this past fall.

5. New Business:

A. A motion was made by Armbruster, seconded by Matio to reject the request for a handicap parking space at 2373 Canby Street. The motion was reject by all, except for Deardorff.

B. A motion was made by Deardorff, seconded by Sweger to forward the handicap parking request for 110 South 29<sup>th</sup> Street to the Police Department for evaluation. The motion passed unanimously.

C. A motion was made by McDonald, seconded by Deardorff to forward the handicap parking request for 2523 Boas Street to the Police Department for evaluation. The motion passed unanimously.

D. A motion was made by Deardorff, seconded by McDonald to approve the purchase of a new police vehicle from Hoffman Ford through CoStars at a quoted price of \$49,526.95. This motion was passed unanimously.

E. A motion was made by McDonald, seconded by Deardorff to approve the purchase of a new Public Works truck from MJR Equipment through CoStars at a quoted price of \$105,424.61. The vote was unanimously approved.

F. A motion was made by Deardorff, seconded by Matio to approve Resolution 2018-5 to delegate certain authority and powers to Keystone Collections Group, specifically the task of reviewing, verifying, and approving taxpayers exemption status on a case by case basis. This vote was unanimously passed.

G. A motion was made by Armbruster, seconded by Sweger to convert Jennifer Lehman from a temporary full-time Public Works employee to a permanent full-time position. This vote was unanimously approved.

H. A motion was made by Deardorff, seconded by Matio to approve the updated employment contract for Police Chief Hiester. This vote was unanimously approved.

I. A motion was made by Armbruster, seconded by McDonald to approve using H. Ed Black and Associates, Ltd. as the engineers for overseeing the Elm Street Park grant funded project through the Parks and Recreational Committee. This vote was unanimously approved.

#### 6. Visitors Comments:

No comments.

#### 7. Comments from Elected Officials:

A. McDonald – Thanked everyone for coming out and attending the meeting. Reminded everyone to be safe with the upcoming snow event.

B. Shaw – Thanked everyone for attending and expressed appreciation to Public Works for efforts from the recent windstorm as well as preparing for snow.

C. Sweger – Thanked Jim for the effort on the newsletter.

D. Deardorff – Thanked everyone for their approval on the new vehicles and the nice job Public Works has done with clean up throughout the Borough.

E. Ramper – Thanked everyone for attending the meeting. He also pointed out to the Fire Chief if the grant is obtained, the Borough would support the 15% matching funds.

F. Matio – Thanked everyone for attending the meeting tonight.

G. Armbruster – Thanked everyone for coming out and the opportunity to serve.

H. Copley – Thanked everyone for attending and expressed appreciation to Council for the opportunity to serve.

I. Mayor Miller – Thanked everyone for coming out and reminded everyone that the Police Department will get a portion of the proceeds for the sales of the Easter eggs from the Church of God.

8. Action on the Bills to be Paid:

A motion was made by Deardorff, seconded by McDonald to pay the bills. The motion passed unanimously.

9. Adjourn :

A motion was made by Deardorff, seconded by Ramper to adjourn at 9:30 PM. The motion passed unanimously.