

Borough of McKees Rocks
Public Meeting
January 11, 2021

7:00 PM Public Meeting

Pledge of Allegiance

Roll Call:

Present: President Archie Brinza, Councilman Nicholas Radoycis, Jr., Councilman Joseph Lubas, Councilman Jeffrey Dusch, Councilman Craig Myers, Councilman Vincent Corrie, Councilman Joe Mixer, and Vice-President Chas Martiz

Councilmembers Absent: Councilwoman Leslie Walker

Also present for this meeting were Mayor David Flick, Assistant Borough Secretary (Substitute Borough Manager) LeeAnn Wozniak, Controller William Beck, Solicitor Megan Turnbull and Assistant Solicitor Lee Decker, of Weiss Burkhardt Kramer, LLC, and Borough Engineer Mr. Douglas Evans, of NIRA Consulting Engineers, Inc.

Agenda Comments/Changes:

President Brinza reminded all in attendance that all communications must remain respectful and professional as the public meetings are being recorded.

Guest Speaker: None

Other Public Comment: None

Reports

- Borough Engineer Capsule Report – Borough Engineer Douglas Evans read the monthly capsule report. Borough Engineer recommended Council approval for item #1 regarding payment for 243 Marion Street demolition project. A motion was made by President Brinza and seconded by Councilman Radoycis to approve Pay Application No. 1 in the amount of \$13,500.00 by COG to Minniefield Demolition for 243 Marion Street. Motion was adopted by acclamation.
- McKees Rocks Police Department – Chief of Police Deliman read the monthly activity report for December 2021. A copy of the report is on file at the Borough Manager office.
- McKees Rocks Independent Volunteer Fire Department – Mr. Mike Swantek, Secretary of McKees Rocks VFD was present to give Council a verbal monthly report for the month of December 2021. NO written report was available.
- Mayors Report: Mayor Flick briefly commented that as being the new Mayor of McKees Rocks, he is ready to work with Council and residents to continue moving the Borough forward for positive change.
- Borough Manager (Asst) Report: Asst Secretary Wozniak presented a drafted 2022 Borough Fee Schedule incorporating CEA's building code official fees to Council for voting consideration. Once reviewed, Councilman Corrie suggested increasing commercial and industrial inspection fees for lien letter compliance by \$100.00 from current set rate, per Ordinance 1758. Solicitor Turnbull mentioned rate

increases should be able to be adopted by Borough Resolution. A motion was made by Councilman Radoycis and seconded by Councilman Lubas to adopt the 2022 Borough Fee Schedule, as amended. Motion was adopted by acclamation. Asst Secretary Wozniak also mentioned the property owner of 404 Woodward Ave, called the office requesting ACT 90 reimbursement for a fire loss in 2018, advising she needs the funds release to pay for demolition. Discussion with Council included requesting a demolition quote from owner, advising Borough would pay the demolition bill on behalf of owner, and release any remaining funds to owner once demolition is complete/cleared by Borough Inspector. Lastly, Asst Secretary Wozniak asked Council if they still want Borough emails created, which Council previously voted at past meeting in 2021, indicating it would be \$8/month per email. Council agreed the cost is unnecessary, and they will continue to use personal emails to received Borough related information.

- Borough Solicitor: Borough Solicitor Turnbull suggested to newly elected Officials to look into the Local Government Academy classes currently being offered. Solicitor Turnbull also mentioned holding an executive session in February 2022 for litigation updates.
- Code Enforcement Officer: Mr. Zac Cummings read the monthly Code Enforcement activity report for December 2021, and a copy is on file at the Borough Manager's office.

Reading of the Minutes: A motion was made by Councilman Radoycis and seconded by Councilman Corrie to approve the meeting minutes from December 14, 2021 public meeting. Motion was adopted by acclamation.

Controllers Report:

GENERAL FUND: Both Income and Expenses had an annual budget of \$4,503,377.00. On December 31, 2021, the Income was \$3,905,186.50 or 86.72% of the budgeted Income. Expenses were \$4,203,791.37 or 93.35 % of the budgeted Expenses. Balance in the General fund on December 31, 2021, was \$551,591.97

SEWER FUND: Both Income and Expenses had an annual budget of \$1,976,085.00. On December 31, 2021, the Income was \$2,003,544.27 or 101.39 % of the budgeted Income. Expenses were \$1,849,755.87 or 93.61% of the budgeted Expenses. Balance in the Sewer Fund on December 31, 2021, was \$344,913.75.

LIQUID FUELS FUND: On December 31, 2021, there was a balance of \$388,523.30 in the Liquid Fuels Account.

A motion was made by Councilman Maritz and seconded by Councilman Myers to accept the final Controllers Report for 2021. Motion was adopted by acclamation.

Bills: A motion was made by Councilman Myers and seconded by Councilman Dusch to pay the bills. Motion was adopted by acclamation.

Agenda Voting:

1. Public Safety Committee (Chas Maritz, Chair)

a. Civil Service Commission Police Department Promotions:

A motion was made by Councilman Radoycis and seconded by President Brinza to approve the promotion(s) of Mr. David Finerty from Sergeant to Captain and Mr. Shaun Wiesenback from Patrolman to Sergeant, retro effective date January 10, 2022. Motion was adopted by acclamation. (Oath(s) of Office administered by Mayor Flick)

b. Resignation of Civil Service Commission Member

A motion was made by Councilman Radoycis and seconded by Councilman Dusch to accept the resignation of Mr. George Mosko, as a Civil Service Commission Member as of January 3, 2022. Motion was adopted by acclamation.

2. Finance and Administration Committee (Nick Radoycis, Chair)

a. 2022 Council Committees – President Brinza distributed the revised Council Committees List for 2022 to all Councilmembers. President Brinza also mentioned creating a Blight Task Force Committee for 2022, which is not currently on the list of Committees. (non-voting item)

b. Waste Management 1-Year Extension Renewal – President Brinza explained Waste Management contacted the Borough requesting a 1-year contract renewal with no increase in rate(s) for 2022. A motion was made by Councilman Mixter and seconded by Councilman Radoycis to approve the 1-year contract renewal with Waste Management, at no rate increase. Motion was adopted by acclamation.

c. COVID-19 Borough Emergency Response Plan – President Brinza presented an addendum to the Employee Handbook regarding COVID-19 emergency response of employers for illness in the workplace. A motion was made by Councilman Radoycis and seconded by Councilman Lubas to approve the COVID-19 employee handbook addendum. Motion was adopted by acclamation.

d. Code Enforcement Vehicle Lease Purchase – President Brinza addressed Council regarding the ongoing search for a Code Enforcement vehicle, explaining that no quality vehicle has been found to purchase under the sale price threshold of \$21,000 which Council previously approved at a past meeting. President Brinza asked Council to now consider approving a short-term lease option of a vehicle, for two or three years which would also give Borough time to sell/bid out/trade in other Borough owned vehicles that have no true value and not repairable. Council members questioned what type of vehicle Borough looking to lease, the cost of lease, et al. President Brinza responded possibly another SUV or truck and asked Council to agree on a monthly leasing price not to exceed \$300-\$400/month. President Brinza explained this to be an urgent situation Council needs to move on, as currently the Code Enforcement Officer has no vehicle to do his job and has been borrowing a vehicle from another department when available. Another option was suggested to rent a vehicle for a short time frame until the Borough can confirm a vehicle lease/purchase. President Brinza confirmed he will be working with a car dealership to confirm leasing options for pricing, etc and will have available

for Council as soon as possible. Solicitor Turnbull advised that due to urgent nature of this matter, Council can hold a special meeting in the near future to continue discussion of the vehicle lease vs purchase if Council is not ready to vote at this time and can agree to a future meeting date/time during this meeting for public notice (which would not need legal advertisement). Council and Solicitor confirmed to re-convene for this matter on Tuesday, January 18, 2022 at 7:00 PM.

- e. Purchase Orders for discretionary spending all departments – Councilman Radoycis discussed budget monitoring of all departments and suggested that any purchase over \$500.00 is required to obtain a purchase order from the Borough Office prior to purchasing and Council approval during next Council meeting. If purchase order is not obtained, Borough Council can reject payment of the bill. A motion was made by Councilman Radoycis and seconded by Councilman Lubas to require all departments to obtain purchase orders from Borough Office for any cost exceeding \$500.00. Motion was adopted by acclamation.
- f. Controllor access to bank accounts, deposits of monies received by the Borough – Councilman Radoycis discussed with Council that Controllor Beck currently does not have access to electronic records of Borough’s banking accounts for review of transactions and made a motion to authorize Controllor Beck to have electronic access to all accounts. Councilman Myers seconded the motion. Motion was adopted by acclamation.
- g. Streamlining of Building/Planning/Zoning Permit Applications and Diary of Actions Taken – Councilman Radoycis discussed with Council suggestions for improvement on how the Borough tracks and processes any applications received for permit approvals. Councilman Radoycis suggested that all applications be diary logged with detailed information, assigned an application number, and noted as to who has the application for approval.
- h. Liens of Delinquent Sewer Fees and Water Shutoffs - Councilman Radoycis was asking what process has been done for people who do not pay their water/sewer bills as sewer budget shows collection percentage is below projection. Asst Secretary Wozniak explained the Borough does various rounds of delinquent water shut-offs April-October for unpaid sewage bills, which are mostly successful of accounts either being paid in full or on payment arrangements but any property that is marked rental can not be shut off for some rule with Creditech, and those accounts hold very high balances in the thousands. Councilman Radoycis feels we should shut them off regardless and wants to know the reason why those properties are exempt from termination. Councilman Radoycis also feels these properties with high balances should have already been liened. Asst. Secretary Wozniak responded to Councilman Radoycis that Creditech’s president in past has approached the Borough about lien filing, but the Borough did not respond with interest to proceed. Asst Secretary Wozniak will set up a meeting with Creditech to discuss the lien filing process and exemption status of rental properties.
- i. Zoning Ordinance Amendment Murals/Parking Update – Councilman Radoycis brought up the pending Zoning Ordinance Amendment that Council approved for adoption months back. County recently sent in their feedback, and Ordinance will be legally

advertised by month end. Ordinance will be ready for adoption at February 2022 Council meeting.

3. **Parks and Recreation Committee (Joseph Mixer, Chair)** – No Report
4. **Real Estate Committee (Nick Radoycis, Chair)** – No Report
5. **Public Works Committee (Archie Brinza, Chair)**
 - a. Employee Changes in the McKees Rocks Street Department: A motion was made by Councilman Radoycis and seconded by Councilman Mixer to accept the resignation of J. Waugh as Street Department Laborer effective January 14, 2022 and hire T. Bazmore as Street Department Laborer effective date January 10, 2022. Motion was adopted by acclamation.
6. **Borough Association (Craig Myers, Chair)** – No Report
7. **Char-West COG (Joseph Myers, Chair)** –
 - a.) A motion was made by Councilman Mixer and seconded by President Brinza to appoint/reappoint Councilman Mixer and Councilman Walker as McKees Rocks Borough's COG representatives. Motion was adopted by acclamation.
8. **Borough Development (Craig Myers, Chair)** – No Report
9. **Codification Committee (Nick Radoycis, Chair)**

Councilman Radoycis mentioned this committee needs to be reappointed in 2022 and any members who choose to join be ready to put forth effort.

Old Business

Councilman Radoycis presented various items for status updates including:

- a.) Reed Building Supply 441 Robb Street Project – A motion was made by Councilman Radoycis and seconded by Councilman Corrie to approve the land development plans of Reed Building Supply Warehouse Project, contingent upon NIRA compliance and Developer's Agreement. Motion was adopted by acclamation.
- b.) Status of Carson Street Ext. finances and construction dates – follow-up with Engineer Evan
- c.) Status of Bond Refunding and control of Sinking Fund – Councilman Radoycis is questioning what account of the Borough is considered the sinking fund and who has control of any funds in the account. – Solicitor Turnbull to follow up
- d.) Status of Police Mutual Aid Agreement – follow-up with Chief Deliman
- e.) Status of Employee Handbook and development of non-union/non-contract pension plan -Asst Secretary Wozniak confirmed employee handbooks have been ordered for print and will be

handed out this month. Controller Beck is working on the pension plan information through review of Borough Ordinances and current pension plans of other employees.

- f.) Status of ALCOSAN suit – Solicitor Turnbull commented previously.
- g.) Status of UCC Appeals Board – Councilman Radoycis mentioned Council signed the UCC Appeals Board Agreement/Resolution and is seeking information as to what municipalities have been chosen to sit on the Board
- h.) Status of Parking Permits (Progress) – Asst Secretary Wozniak confirmed various residents came to the Borough Office during November/December 2021 for permit applications. At this time, have not heard of any police calls for violations of parking.
- i.) Status of building demolitions and redevelopment

Meeting adjourned, by President Brinza.