

Borough of McKees Rocks  
Public Meeting  
October 12, 2021

**7:00 PM Public Meeting**

**Pledge of Allegiance**

**Roll Call:** Councilmembers Present: President Archie Brinza, Vice-President Leslie Walker, Councilman Nicholas Radoycis, Jr., Councilwoman Elizabeth Delgado, Councilman John Malesnick, Councilman Joe Mixter, Councilman Craig Myers, and Councilman Chas Maritz (via Phone)

Councilmembers Absent: Councilwoman Harvey

Also present for this meeting were Mayor John R. Muhr, Assistant Borough Secretary (Substitute Borough Manager) LeeAnn Wozniak, Administrative Clerk Jennifer Slavicek, Controller William Beck, Assistant Solicitor Danielle Guarascio, 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.

Assistant Borough Secretary Wozniak indicated a motion would need added to the agenda to approve the meeting minutes from September 14, 2021.

**Guest Speaker:** Ms. Rima Malik – Toshiba-DocuWare Proposal (ABSENT) – Administrative Clerk Slavicek presented on behalf of Ms. Malik, explaining the idea behind DocuWare Cloud storage. Toshiba could assist the Borough with electronic document storage reducing the amount (and cost) of paper flow in the office. Documents would be scanned directly into the DocuWare system and stored with the ability for multi-users to access the electronic record. Users would also be able to track the workflow of documents (i.e. rental application processing). The proposal provided by Toshiba includes 4 named licenses, 20 GB storage (at 60 month term) at a onetime implantation fee of \$3,500 followed by a monthly fee of \$290/month.

A motion was made by Councilman Maritz and seconded by Vice-President Walker to approve the DocuWare proposal. Roll call requested, resulting in 7 Yes, and 1 No (Councilman Radoycis). Motion carries.

**Public Comment:**

Residents of 3<sup>rd</sup> Street, Mrs. Thomas, Mr. Hamilton, and Ms. Randolph were present to address Council for the following: 904 3<sup>rd</sup> Street sewage issue still a problem, indicating water is still not shut off, request of residential parking on 3<sup>rd</sup> Street, and also discussed their concerns about two vacant houses on the street.

Mr. Frank McQuillan, resident of Frank Street first thanked the Borough Council for the demolition of the Mannicore Club. He is requesting the faded yellow line along Margaret Street be repainted. He is also requesting residential parking on Frank Street.

Ms. Terri Turner, resident of Church Avenue was present to address Council regarding a parking ticket she recently got from the Police Department, indicating she was not parked illegally or anywhere near the No Parking sign area. Ms. Turner advised Council she has photos of where the car was parked, and she was ticketed for no reason. Ms. Turner also commented about an abandon house on Church Avenue with ivy overgrowth issues, stating the overgrowth is covering sidewalks interfering with resident's walking.

**Reading of the Minutes:** A motion was made by Vice-President Walker and seconded by Councilman Myers to approve the meeting minutes from September 14, 2021 public meeting. Motion was adopted by acclamation.

**Reports:**

- McKees Rocks Police Department– Chief Deliman read the monthly activity report for September 2021. A copy of the report is on file at the Borough Manager office.
- McKees Rocks Independent Volunteer Fire Department – No report available
- Mayors Report: Mayor Muhr discussed the borough having issues with abandoned vehicles commenting on the process it takes to actually remove the vehicle. Mayor Muhr also commented how to magistrate is backed up with citations dating back to 2016.
- Borough Manager: Substitute Borough Manager Wozniak reported borough health insurance 2022 open enrollment is active and employees are to complete enrollment forms by November 19, 2021 to be turned into MEIT. The Borough office staff enrolled in a liquid fuels webinar. Also, the Borough is scheduled for the annual worker's comp audit on November 22, 2021, which will be completed on site.
- Borough Solicitor: Assistant Solicitor Guarascio commented for meeting minute purposes that in order to add new business regarding a GEDTF Grant Resolution that was just introduced for Council consideration tonight, we must follow ACT 65 rules and Council would need to first motion to amend the agenda and add the new business item. A motion was made by Councilman Radoycis and seconded by Vice-President Walker to add the new business item for Council consideration. Roll call was then requested to approve the GEDTF Grant Resolution, with a 8 – 0 Pass. Motion was adopted by acclamation.
- Code Enforcement Officer: Mr. Zac Cummings, Code Enforcement Officer read the monthly Code Enforcement activity report for September 2021, and a copy is on file at the Borough Manager's office.
- Borough Engineer: Borough Engineer Mr. Evans reviewed the Capsule Report with Council.

**Borough Engineer Action Items:**

A motion was made by Councilman Myers and seconded by Councilman Radoycis to approve Pay Application #1 in the amount of \$26,123.40 by COG for the CDBG Yr 45 Project 840 Frank Street. Motion was adopted by acclamation.

A motion was made Councilman Maritz and seconded by Vice-President Walker to approve Pay Application # 1 in the amount of \$39,832.93 to Robinson Pipe Cleaning for sewer cleaning & televising. Motion was adopted by acclamation.

A motion was made by Councilman Radoycis and seconded by Councilman Myers to approve CDBG Yr 48 Concurring Resolutions/Slum & Blight Resolution. Motion was adopted by acclamation.

A motion was made by Councilman Maritz and seconded by Councilman Malesnick to award Orsisis, as apparent low bidder for the Leonard Street Sewer Repairs in the amount of \$42,830.00. Motion was adopted by acclamation.

**Controllers Report:** As of September 30, 2021, General Fund, both income and expenses have an annual budget of \$4,503,377.00. Income was \$ 3,306,706.66 or 73.43 % of the budgeted income. Expenses totaled \$2,990,912.89 or approximately 66.42% of the budgeted expenses. Balance in the General Fund Checking and Savings Accounts as of September 30, 2021 was \$1,167,409.87.

As of September 30, 2021, Sewer Fund, both income and expenses have an annual budget of \$1,976,085.00. Income was \$1,590,071.81 or 80.47% of the budgeted income. Expenses totaled \$1,358,853.57 or 68.77% of the budgeted expenses. Balance remaining in the Sewer Checking and Savings Funds as of September 30, 2021 was \$422,343.59

As of September 30, 2021, Liquid Fuels account has a balance of \$388,396.02.

A motion was made by Vice-President Walker and seconded by Councilman Malesnick to accept the Controllers Report. Motion was adopted by acclamation.

**Bills:** A motion was made by Councilman Myers and seconded by Vice-President Walker to pay the bills. Motion was adopted by acclamation.

Assistant Borough Solicitor Guarascio announced for public record that Council is taking a brief break from the public meeting for an executive session to discuss personnel matters regarding 2 applicants' qualifications. Executive session time start 8:08 PM.

Council re-convened the public meeting at approximately 8:42pm.

### **Agenda Voting:**

#### **1. Finance and Administration Committee (Nick Radoycis, Chair)**

- a.) Street Department Laborer Update: A motion was made by Councilman Maritz and seconded by Councilman Malesnick to hire Applicant B (Mr. Jamey Waugh) as FT Street Department Laborer. Councilman Radoycis opposed. Roll Call requested: 6 Yes (Brinza, Maritz, Myers, Mixter, Malesnick, Delgado), 1 No (Radoycis), 1 Abstain (Walker not available). Motion carries.

- b.) Part-Time Temporary Office Assistant Update: Assistant Borough Manager Wozniak updated Council that interviews have been completed and 1 applicant has accepted the position and passed all preemployment requirements. A motion was made by Councilman Mixter and seconded by Councilman Malesnick to hire Ms. Justice Miller, as Temporary Part-time Office Assistant. Motion was adopted by acclamation.
- c.) Borough of McKees Rocks as Fiscal Sponsor/501(c)(3) for 2<sup>nd</sup> Annual McKees Rocks Christmas Party: - Presenter:: President Brinza on behalf of Vice-President Walker: A motion was made by Councilman Myers and seconded by Councilwoman Delgado to name Borough of McKees Rocks as Fiscal Sponsor/501(c)(3) for 2<sup>nd</sup> Annual McKees Rocks Christmas Party on December 18, 2021 at Hays Manor Community Center. Motion was adopted by acclamation.
- d.) Budget Meetings for 2021: Councilman Radoycis advised Council the Finance & Budget Committee have been having weekly meetings and will meet next to set up the 2022 preliminary budget for November meeting presentation.
- e.) Employee Handbook Update- Pandemic Focused: Assistant Borough Manager Wozniak presented literature provided by our Solicitor regarding in light of COVID-19 pandemic, employee handbook policies should be updated to reflect telework/remote work, infectious disease control, and how borough will respond to such employee illness. A motion was made by Councilman Radoycis and seconded by Councilman Malesnick to add a COVID-19/Pandemic Policy Addendum to the Employee Handbook. Motion was adopted by acclamation.
- f.) Purchase of Code Enforcement Vehicle: President Brinza discussed with Council the poor condition of the SUV the Code Enforcement Officer is currently using, indicating transmission issues and other repairs needed suggesting it would be better to trade the vehicle in and look for a new (used) vehicle. A motion was made by Councilman Myers and seconded by Councilman Radoycis to authorize Admin staff to start looking for a used vehicle and bring information back to Council for review. Motion was adopted by acclamation.

## **2. Public Safety Committee (Chas Maritz, Chair)**

- a.) Borough of McKees Rocks Trick or Treat Date (tabled from September 2021) – Presenter Councilwoman Harvey – A motion was made by Councilman Myers and seconded by Councilman Maritz to approve October 31<sup>st</sup> 6:00-8:00 PM for Trick or Treat. Motion was adopted by acclamation.
- b.) Trunk or Treat 10/23/21 12:00-2:00 PM – Presenter Vice President Walker (absent) – A motion was made by Councilman Myers and seconded by Councilman Radoycis to hold a McKees Rocks community Trunk or Treat on October 23, 2021 12:00-2:00 PM in the municipal lot. Motion was adopted by acclamation.

## **3. Parks and Recreation Committee (Joe Mixter, Chair)**

No Report

## **4. Real Estate Committee (Nick Radoycis, Chair)**

- a.) Property Donation of vacant lot Ella Street Parcel 74-R-332 (Tabled from September 2021) – Presenter Councilman Radoycis. After discussion of the vacant lot and information presented by President Brinza that the local church on Ella Street may be interested in the lot, a motion was made by Councilman Radoycis and seconded by Councilman Malesnick to deny the property donation request of current owner Mr. Capes. Motion was adopted by acclamation.

**5. Public Works Committee (Archie Brinza, Chair)**

- a.) McKees Rocks Bridge Winter Maintenance Agreement costs/legal responsibility:  
Councilman Radoycis brought to Council's attention that PennDOT is putting the bridge winter maintenance on borough's responsibility for salting/shoveling sidewalks which is at borough cost though it's not our bridge, as well as the ramps. Assistant Solicitor Guarascio commented that the Borough is currently involved in a law suit with PennDOT regarding this agreement, and it will be some time before any decisions are made regarding the bridge's responsibility.
- b.) Rental agreement & Purchase of Roller: President Brinza discussed with Council the roller the Street Dept currently has is unrepairable and the Borough is in need of purchasing a new roller. The Street Dept has been renting a roller from Cleveland Bros at a monthly cost of \$2,000/month and the 3-month rental agreement amount will be deducted from the sale price leaving balance of \$19,000, payable out of liquid fuels account. A motion was made by Councilman Maritz and seconded by Councilman Myers to approve the purchase of the roller. Motion was adopted by acclamation.

- 6. Borough Association (Craig Myers, Chair)** – Councilman Myers reported an upcoming meeting for the Borough Association will be November 4, 2021.

- 7. Char-West COG (Elizabeth Delgado, Chair)** – Councilwoman Delgado reported the Borough will be hosting the monthly COG meeting on November 18, 2021. Councilwoman Delgado also mentioned COG sending out the 2022 vector schedule, which the Borough needs to respond for the proposed dates.

- 8. Borough Development (Craig Myers, Chair)** – Written Get-Go Proposal to relocate cross walk/bus stop on Chartiers Avenue, submitted by Mr. Brian Phelan (See attached). Council requested additional information from Mr. Phelan regarding relocation. Borough office to follow up.

**9. Codification Committee (Elizabeth Delgado, Chair) –**

**I. Old Business**

- a. Parking Permits Status –Councilman Radoycis advised Council that a letter has gone out to the various residents of the 7 streets for residential permit parking to be reinstated on Nov 1<sup>st</sup> and residents have started applying for permit at borough office.
- b. Status of Short Street Lot (temporary fence/no parking signs/liability insurance) – Presenter: Councilman Radoycis: Council discussed the status of Short Street property donation, indicating the borough just received notice of the deed transfer and the borough

also received a lien letter for the sale of parcel to transfer property from Borough to new owner. President Brinza noted the borough plans on deciding to use the lot as either green space or a parking lot. A resident of Robinson Street voiced concern that the previous owner stated he only wanted to use the space as green space and its zoned as residential so a parking lot would not be permitted under current Zoning Ordinance. Resident also questioned when Council was going to hold a public meeting to address public comments and discuss what the residents want done with the lot. President Brinza responded Council has decided to table any decisions on the sale of the property and schedule a special meeting.

- c. Parking Commission/Authority Grant Proposal: Councilman Radoycis mentioned working with the Borough Grant Writer to find grants to assist with parking authority enforcement (parking meters, etc)
- d. Effective Date of Employee Handbook – Councilman Radoycis confirmed the effective date of the Employee Handbook will be January 1, 2022.
- e. Status of 2020 Audit – Councilman Radoycis: Assistant Borough Secretary Wozniak advised talking with Auditor and turning over requested data and 2020 audit is in process.
- f. Status of Bond Refunding – Councilman Radoycis: Assistant Borough Secretary Wozniak advised refunding data collection in in process.
- g. Status of ALCOSAN suit – Councilman Radoycis (no change)
- h. Municipal Building Grant/Development Committee: Councilman Radoycis advised a new committee will form January 1, 2022 to facilitate obtaining a grant for new borough building in the future.
- i. Status of demolitions of 305 Olivia/19 Jane/207 Jane – Presenter: Councilman Radoycis: President Brinza confirmed 207 Jane Street demo bid is accepted and ready to move forward. 19 Jane Street is currently being reviewed by the borough blight team and 305 Olivia Street is under control of current owner in regards to liability of property while being determined if property to be salvaged.
- j. Status of demolitions of Churchill Street – Presenter: Councilman Radoycis: President Brinza confirmed the properties are on COG list.
- k. Status of Carson Street Ext Grant Application/Bids – Presenter: Councilman Radoycis: President Brinza confirmed 1<sup>st</sup> PH is bid out and awarded. The 2<sup>nd</sup> Grant is in, but not bid out.

Chief Deliman requested a guard rail/barrier be placed around the Mannicore Building demolition area for public safety reasons. Council agreed.

A motion was made by President Brinza and seconded by Councilman Mixter to appoint Councilman Radoycis as Borough Zoning Official. Motion was adopted by acclamation.

A special meeting to discuss the Short Street property donation will be scheduled for October 19, 2021 at 6:00 PM.

Meeting adjourned, by President Brinza.