

**THORNBURG BOROUGH COUNCIL  
REORGANIZATION and REGULAR MEETING  
MINUTES OF JANUARY 3, 2022**

**Meeting Time:** The meeting was called to order at 7:00 PM.

**Location:** Thornburg Community Building, auditorium

**Attendance:** Council members Lauren Catanzarite (2025), Vinnie Coppola (2025), Mary Ditmore (2023), Sigo Falk (2025), Zane Long (2023), Sam Runyon (2023), and Tony Szmul (2025) were present. Also present were Mayor Tom Mackin (2025) and Secretary/Treasurer Dorothy Falk

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Mr Szmul, Notary Public, administered the oath of office to newly re-elected mayor Tom Mackin.

Mayor Mackin administered the oath of office to the newly elected and re-elected members of Council: Lauren Catanzarite, Vinnie Coppola, Sigo Falk, and Tony Szmul.

Mayor Mackin called the meeting to order. The Pledge of Allegiance was recited.

Mayor Mackin asked for nominations for President of Council. Mr. Coppola made a motion to nominate Sigo Falk as President of Council. Mr. Runyon seconded the motion, which passed unanimously, with Mr. Falk abstaining.

Mayor Mackin turned the meeting over to President Falk.

President Falk asked for nominations for Vice President of Council. Mr. Szmul made a motion to nominate Vinnie Coppola as Vice President of Council, which was seconded by Mr. Runyon. The motion was passed unanimously, with Mr. Coppola abstaining.

Mr. Runyon made a motion to nominate Mr. Szmul as President Pro Tem of Council, which was seconded by Ms. Ditmore. The motion was passed unanimously.

Mr. Szmul made a motion to appoint Lorraine Runyon as Vacancy Chair, which was seconded by Mr. Coppola, with Mr. Runyon abstaining. The motion was passed unanimously.

Mr. Coppola made a motion that the following appointments and reappointments be made:

- Secretary/Treasurer – Dorothy Falk
- Solicitor – Emily Mueller of Goehring, Rutter & Boehm
- Engineer – Clint Reilly of NIRA Consulting Engineers
- Building Inspector – Jarrod D’Amico of Harshman LLC
- Zoning Officer – Jarrod D’Amico of Harshman LLC
- Code enforcement officer – Harshman LLC
- Auditor - Hosack, Specht, Muetzel & Wood
- Collector all non-real estate taxes - Jordan Tax Service

- Planning Commission – Kris Szmul
- UCC Appeals Board – Malik Tunador
- Zoning Hearing Board – Judy Kimblin

Mr. Long seconded the motion, and it was unanimously approved.

Mr. Runyon made a motion that that council approve the New Pittsburgh Courier as the Newspaper of Record, which was seconded by Mr. Szmul. A discussion followed. The motion passed unanimously.

A discussion was held on the requirements for the appointment of a Tax Collector, who will serve nominally, as Jordan Tax Services will be deputized to collect taxes. Borough code requires the elected position be filled. Council was asked to consider nominations so that an appointment can be made at the February meeting.

Council was also asked to consider nominations for the vacancy on the UCC Appeals Board.

**Appointment of Council Committees:**

Council established the following committees and initial members:

**ADMINISTRATION**

Finance: Mr. Coppola, Mr. Szmul

Human Resources: Mr. Runyon, Mr. Long, Mayor Mackin, Dorothy Falk

Public Relations: Ms. Catanzarite, Ms. Ditmore

**INFRASTRUCTURE**

Roads: Mayor Mackin

Sewers: Mr. Coppola

Steering: President Falk, Mayor Mackin, Mr. Coppola, Mr. Runyon

Playground: Ms. Ditmore, Colleen Kamnikar

**FUNDRAISING**

Fundraising: Ms. Catanzarite, Ms. Ditmore, President Falk

Grants: Ms. Ditmore, Mark Perrott, Ms. Falk

**READING OF THE MINUTES:**

Mr. Long made a motion to dispense with reading the Minutes of December 6, 2021. Mr. Szmul seconded the motion, and it was unanimously approved.

Mr. Runyon made a motion to accept the Minutes of December 6, 2021 as presented. Mr. Long seconded the motion, and it was unanimously approved.

**SOLICITOR’S REPORT:**

Solicitor Mueller was not present. President Falk reported on her behalf that Thornburg cannot raise the earned income tax unless the Montour School District agrees to lower theirs, as the combined rate is already at its maximum rate.

**PUBLIC FORUM:**

Residents Laura Irwin, Jean Falk, and Brian Catanzarite were present to observe.

Conservation Park security – Mr. Runyon reported on behalf of Lorraine Runyon about the presence of litter (including used condoms) being commonly found in the parking lot of the Conservation Park. A discussion was held about ways to secure the parking lot, especially at night. Ms. Falk will contact Duquesne Light about putting a new streetlight in the parking lot.

**MAYOR’S REPORT:**

Mayor Mackin gave the police report for December. There were three alarms (false), a burglary, a 302 warrant for involuntary commitment, a child line report to the county police, a domestic disturbance, one medical call with transport, and unlocked cars being entered without consent.

**ENGINEER’S REPORT:**

No report.

**TREASURER’S REPORT:**

Ms. Falk presented council with a list of deposits made since the December meeting as well as a balance sheet and draft P&L for 2021.

Disbursements: Mr. Runyon made a motion to approve the disbursements for January as presented. Mr. Szmul seconded the motion. It was unanimously approved.

Web administration: Ms. Falk indicated that the PSAB has a website design program that would provide the borough with additional updates at a lower cost. A discussion followed. Ms. Falk will research the program further.

2022 Retirement Contribution: A discussion was held regarding the borough’s retirement contribution rate for 2022. Mr. Szmul made a motion to establish the rate for 2022 at 10%. Mr. Runyon seconded the motion. It was unanimously approved.

**COMMITTEE REPORTS:**

**Fundraising:** President Falk reported that the goal of the committee is to raise funds from residents for the improvements to the community building and playground. Based on fundraising from the Save It, Don’t Pave It campaign, the estimated goal for this campaign will be approximately \$215,000.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

Mr. Long made a motion to adjourn the meeting at 8:00 PM, which was seconded by Mr. Runyon. The motion was unanimously approved.