

**THORNBURG BOROUGH COUNCIL  
REGULAR MEETING  
MINUTES OF AUGUST 7, 2023**

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

**Location:** Thornburg Community Center auditorium

**Attendance:** Council President Sigo Falk (2025) was present. Council members Lauren Catanzarite (2025), Vinnie Coppola (2025), Mary Ditmore (2023), Zane Long (2023), Sam Runyon (2023) and Tony Szmul (2025) were present. Also present were Solicitor Emily Mueller from GRB and Secretary/Treasurer Dorothy Falk.

**Regrets:** Mayor Tom Mackin (2025)

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**Pledge of Allegiance was recited.**

**READING OF THE MINUTES:**

Mr. Runyon made a motion to dispense with reading the Minutes of July 5, 2023. Mr. Szmul seconded the motion, and it was unanimously approved.

Mr. Long made a motion to accept the Minutes of July 5, 2023 as presented. Ms. Ditmore seconded the motion, and it was unanimously approved.

**PUBLIC FORUM:**

Resident Zac Kamnikar was present to observe.

Joseph Day, the Municipal Relations Coordinator from ALCOSAN, was present. He shared information about the Clean Water Assistance Fund and an upcoming Open House.

Ms. Falk reported that resident John O'Donnell has requested to hold a bonfire at the Conservation Park on August 15, 2023 with Boy Scout Troop #158. A discussion followed. Council approved the request.

**SOLICITOR'S REPORT:**

Resolution to authorize The Design Alliance contract - Solicitor Emily Mueller reviewed the contract for The Design Alliance to handle the design development of the mechanicals project for the Community Center in the amount of \$29,950. A discussion followed. Mr. Runyon made a motion that Council pass a resolution to approve the agreement, which was seconded by Mr. Szmul. The motion passed by a vote of 6-0, with Ms. Ditmore abstaining.

Election – Certification of Vacancies – Solicitor Mueller received the Certification of Vacancies for the 2023 election from Ms. Falk. She will complete the form and submit it to the Allegheny County Election Division.

**ENGINEER'S REPORT:**

Community Center Storm Sewer Relocation bid: Council reviewed the report provided by Borough engineer Clint Reilly, which indicated that six proposals were received for the project, with costs ranging from \$103,000 to \$157,435. He recommended that the project be awarded to the low bidder, Iron City Construction. A discussion followed. Mr. Coppola made a motion that Council award the project to the low bidder, Iron City Construction, in the amount of \$103,000. The motion was seconded by Mr. Runyon, and it passed unanimously.

**MAYOR'S REPORT:**

Mayor Mackin was not present. President Falk gave the police report on his behalf. There was one alarm call (false), one animal call (deer), one complaint of disorderly conduct, and one welfare check (cleared).

**TREASURER'S REPORT:**

Ms. Falk presented Council with a list of deposits made since the July meeting, as well as a balance sheet and P&L report.

Disbursements: Ms. Falk presented the list of disbursements for August. A discussion followed. Mr. Runyon made a motion to approve the disbursements as presented. Ms. Catanzarite seconded the motion. It was unanimously approved.

Address change resolutions: Ms. Falk reported that she was contacted by the county regarding two residences on Lehigh Road that are using multiple house numbers (175/1175 and 177/1177), which has led to confusion for the county emergency services (911). The county is requesting that the house numbers be established as 1175 and 1177, which follows the numbering of the other homes on the street. A discussion followed. Mr. Long made a motion that the property known as 175 Lehigh Road be known only as 1175 Lehigh Road, which was seconded by Mr. Szmul and passed unanimously. Mr. Long made a motion that the property known as 177 Lehigh Road be known only as 1177 Lehigh Road, which was seconded by Mr. Szmul and passed unanimously.

DCED Multimodal Transportation Fund (MTF) grant: Ms. Falk reported that the grant application was submitted with a request for \$165,000 in grant funds and a Borough match of \$68,550. The estimated cost increased slightly from the November estimate submitted for the PennDOT MTF grant, which has still not been awarded. The DCED MTF grants are expected to be announced in the Spring of 2024.

Code update proposal from General Code: Ms. Falk reported that she has received a proposal to update the Borough code at an estimated cost of \$1,055-\$1,354. There are three new ordinances to incorporate since the last update. A discussion followed. Ms. Falk will ask for details about factors affecting the cost of the project.

Website proposal from CourseVector: Ms. Falk reported that the estimated cost to migrate the Borough website to CourseVector, to renew the domain registration, and to host the website is \$1,647. A discussion followed. Mr. Long made a motion that Council accept the proposal from CourseVector, which was seconded by Mr. Runyon. The motion passed unanimously.

**COMMITTEES:****Human Resources**

*Employee manual:* This item was tabled so that Mayor Mackin can participate in the discussion.

**Capital Improvement Projects**

*Electric project:* President Falk reported that the work is underway.

*Mechanicals:* No update at this time.

*Window replacement:* President Falk summarized the discussion from a meeting with The Design Alliance on August 2. The project will be bid for the upstairs windows, with the back windows on the lower level as an “add alternate”. The basis of design for the windows will be Marvin wood clad aluminum windows. Bids will be requested by October 24 so that Council can review them at the November 6 meeting. The project is anticipated to be awarded at the December 4 meeting. The windows take approximately 12 weeks to make, so installation is expected in April/May 2024.

**Traffic Calming**

*Radar tracking results:* Mr. Runyon shared the initial results from the radar sign on upper Tech, which indicate that only a small number of vehicles are speeding. Additional data will be collected before the sign is moved to a new location.

A discussion was held on ways to calm traffic, including increased police presence in upper and lower Thornburg. Citations for those who do not stop at the stop signs and warnings and/or citations for those who speed were mentioned. Mayor Mackin will be consulted.

Council supported having “Burma Shave” style signs printed and placed around the Borough to call attention to the speeding issue.

**OLD BUSINESS:**

Conservation Park sign: Mr. Runyon reported that the sign has been installed.

**NEW BUSINESS:**

Garbage complaint: Ms. Falk reported that she received a resident complaint about a neighbor on Kenyon not securing their trash containers, resulting in garbage being strewn across the street and property. A discussion followed. Ms. Falk will send a copy of the garbage ordinance to the resident in question and get additional details if the issue persists.

**ADJOURNMENT:**

Mr. Runyon made a motion that the meeting be adjourned at 8:05 PM, which was seconded by Mr. Long. The motion carried.