

**THORNBURG BOROUGH COUNCIL
REGULAR MEETING
MINUTES OF MAY 1, 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), Zane Long (2023), Sam Runyon (2023) and Tony Szmul (2025) were present. Also present were Mayor Tom Mackin (2025), Solicitor Emily Mueller and Secretary/Treasurer Dorothy Falk.

Regrets: Council member Mary Ditmore (2023)

Pledge of Allegiance was recited.

READING OF THE MINUTES:

Mr. Runyon made a motion to dispense with reading the Minutes of April 3, 2023. Mr. Long seconded the motion, and it was unanimously approved.

Mr. Long made a motion to accept the Minutes of April 3, 2023 as presented. Mr. Szmul seconded the motion, and it was unanimously approved.

PUBLIC FORUM:

Residents Colleen Kamnikar (Hamilton) and Colleen and Mike Jameson (Cornell) were present to observe.

SOLICITOR'S REPORT:

Alarm legislation: Solicitor Mueller reviewed the draft alarm ordinance. A discussion was held. Ms. Catanzarite made a motion that Council adopt the ordinance as presented, which was seconded by Mr. Szmul. The motion passed unanimously.

Employee handbook: A discussion was held over the need for the borough to have an employee handbook. Solicitor Mueller recommended that the borough have one, though it does not need to be complicated. Job descriptions should be included.

ENGINEER'S REPORT:

President Falk reported that NIRA is working on the storm sewer relocation design and expects to have it completed by the end of May.

MAYOR'S REPORT:

Mayor Mackin gave the police report for April. There were two motor vehicle incidents, three alarms (all false), one deer accident, someone using the firepit in the conservation park, suspicious activity in the industrial park, and banging on a resident's window. The police continue to check the parks daily and after dark.

A discussion was held on local newspaper options for advertising. Ms. Falk will look into the Suburban Gazette and Signal Item.

The community club has hired a performer for Memorial Day weekend who will use minor fireworks. Mayor Mackin will make sure the police are aware.

TREASURER'S REPORT:

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

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

Website: Ms. Falk reported that the cost for website updates in excess of the 7 hours included annually is \$75 per hour. A discussion followed. Mr. Runyon made a motion that Council authorize Ms. Falk to begin moving the website to the PSAB program. Ms. Catanzarite seconded the motion, which was approved unanimously.

MRM Property/Liability renewal: Ms. Falk reported that the annual premium for the property/liability policy for 2023-2024 is \$16,333, an increase of \$135 (<1%). The borough receives dividends of approximately \$9,300, for a net cost of approximately \$7,000 annually. A discussion followed. Mr. Szmul made a motion that council renew the policy with MRM, which was seconded by Mr. Runyon and approved unanimously.

Capital funds: Ms. Falk reviewed the interest being earned on the Capital Campaign Money Market account at PNC, which is approximately \$4.00/month. She suggested moving the funds to a new dedicated Capital Funds account at PLGIT, which would generate a much higher return. A discussion followed. Mr. Long made a motion that Council authorize Ms. Falk to open a new account at PLGIT and move the Capital Campaign funds to the new account. The motion was seconded by Ms. Catanzarite and approved unanimously.

COMMITTEES:

Human Resources: The committee will proceed with developing an employee handbook, as recommended by Solicitor Mueller.

Capital Improvement Projects: No report.

OLD BUSINESS:

Traffic study: Mr. Runyon contacted the Greentree borough manager to request information on the two permanent speed humps on McKenna. He is waiting to hear back. A discussion was held on traffic studies needed to put in speed humps.

Park sign: Mr. Runyon shared diagrams and text for the proposed new conservation park sign. A discussion followed. Council authorized Mr. Runyon to proceed with the project. Mr. Runyon will ask the person who made the original sign to create the replacement. He also indicated that there is a donor who has offered to pay for the sign.

Sewers: Only one section of sewer on Harvard needs to be relined. A discussion followed. Council will wait until after the PA Small Water and Sewer grants are awarded before deciding how best to proceed.

NEW BUSINESS:

Secretary/treasurer 2022 bonus: Mayor Mackin reported that Ms. Falk did not receive a bonus in 2022 which he believed to be an oversight. A discussion followed. Mr. Szmul made a motion that Ms. Falk be paid the 2022 budgeted bonus amount of \$1,500 for her efforts in 2022. Ms. Catanzarite seconded the motion, which passed by a vote of 5-0, with President Falk abstaining.

Preservation grant: President Falk reported that the archival grant program to which Thornburg had previously applied was again open for applications. A discussion followed. Ms. Falk will put together a grant application for the old minutes and ordinance books that need repair.

ADJOURNMENT:

Mr. Long made a motion that the meeting be adjourned at 7:45PM which was seconded by Mr. Coppola. The motion carried.