

**THORNBURG BOROUGH COUNCIL
REGULAR MEETING
MINUTES OF MAY 6, 2024**

Meeting Time: The meeting was called to order at 7:00 PM by Council President Vinnie Coppola.

Location: Thornburg Community Center auditorium

Attendance: Council President Vinnie Coppola (2025) was present and chaired the meeting. Council members Lauren Catanzarite (2025), Mary Ditmore (2027), Sigo Falk (2025), Michael Jameson (2027), Zane Long (2027), and Tony Szmul (2025) were present. Mayor Tom Mackin (2025) was present. Solicitor Emily Mueller and Secretary/Treasurer Dorothy Falk were also present.

Regrets: None

The Pledge of Allegiance was recited.

READING OF THE MINUTES:

Mr. Falk made a motion to dispense with reading the Minutes of April 1, 2024. Mr. Long seconded the motion, and it was unanimously approved.

Ms. Catanzarite made a motion to accept the Minutes of April 1, 2024 as presented. Mr. Falk seconded the motion, and it was unanimously approved.

SAFE STREETS FOR ALL PROGRAM:

Crafton Borough Manager Jim Price summarized the program, which provides grant funding to increase road safety. Crafton is interested in applying for the planning/demonstration project grant in this round and is gauging the interest of other local municipalities in applying for a joint, multi-municipal project. The minimum grant is \$100k, with a 10% match requirement. Additional funding may be available for the implementation of the analysis. Solicitor Mueller indicated that an intergovernmental cooperation agreement would be required.

PUBLIC FORUM:

Residents Kris Szmul, Zac Kamnikar, and Sam Runyon were present to observe.

Brian Catanzarite, President of the Thornburg Community Club, summarized the events for the upcoming annual Memorial Day Celebration, to be held on Sunday, May 26. Mayor Mackin will coordinate with police/fire/ambulance and will invite local representatives to attend. Rob Murphy will be asked to take care of the grill and tables.

Historian Steve Salvador reported that he had coordinated with Janice Coppola to create a Thornburg history section in the library to make the information more accessible to residents. A discussion was held on relocating other historical pictures and artifacts to the library and/or front hall.

SOLICITOR'S REPORT:

Solicitor Emily Mueller informed Council that the current sewer lateral ordinance specifies that a video be provided to the borough for laterals that are repaired after initially failing the inspection. A discussion followed. The borough having relied on the expertise of the plumber to certify that required repairs were completed, Mr. Long made a motion that Council authorize Solicitor Mueller to create an ordinance to remove the video requirement and to authorize Ms. Falk to advertise the ordinance for consideration. Mr. Jameson seconded the motion, which passed unanimously.

ENGINEER'S REPORT:

Ms. Falk reported that the paving bid has been advertised. Bids will be opened May 29 for Council consideration at the June 3 meeting.

President Coppola reported that borough engineer Clint Reilly has reviewed the results of the recent televising and provided an initial estimate of \$271k to repair all level 3, 4, and 5 defects. A discussion followed. Council expressed its desire to cap the project cost at \$230k, to correspond with the PA Small Water and Sewer grant award of \$200k plus the borough match of \$30k. Mr. Coppola will meet with Mr. Reilly to identify the sections that can be repaired under this cap.

MAYOR'S REPORT:

Mayor Mackin reported that there are three potential seasonal employees. Ben Irwin and Ryan Jameson are interested in returning; Saxton Segu, who will turn 15 this summer, is also interested. A discussion followed. Solicitor Mueller confirmed that a 15 year-old with a work permit is eligible to be hired in a non-hazardous occupation. A discussion was held regarding seasonal worker pay scale.

Mayor Mackin gave the police report. There were four alarms calls (all false); one barking dog complaint; one fraud report involving \$8,700 of gift cards; one stolen license plate/invalid vehicle inspection sticker; one medical call with transport; one assist with Ohio Township Police; and one suspicious person complaint.

Mayor Mackin suggested that Council review the street opening permit requirements and fees. A discussion followed. He will discuss the issue with the borough engineer.

PRESIDENT'S REPORT:

Crafton Children's Corner (CCC) lease: President Coppola summarized the proposed new lease. A discussion followed. The expiration of the proposed lease will be changed to June 30 from February 28, to coincide with the end of the traditional school year. Mr. Falk made a motion that Council pass a resolution to authorize the execution of the lease as modified. Mr. Long seconded the motion, which passed unanimously. President Coppola will provide a copy of the lease to Judy Albenze of Crafton Children's Corner for execution.

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. Ms. Catanzarite made a motion to approve the disbursements as presented. Mr. Jameson seconded the motion. It was unanimously approved.

2023 Audit and Financial Report: Ms. Falk reported that the audit was completed and that the report was distributed to Council. A discussion followed.

COMMITTEES:

Construction Projects:

Window replacement: A preconstruction meeting has been scheduled for May 22 at 9:00am with representatives from Thornburg, The Design Alliance, and Tedco. Crafton Children's Corner will also be invited. Window production is on schedule.

Mechanicals: Mr. Falk summarized the current configuration of the proposed split system HVAC units. The cost estimate for the installed units is approximately \$207k. This fits within the original budget of \$400K, of which a balance of \$259k remains. Another meeting will be scheduled in May.

Hamilton Road Sidewalk: No update. Ms. Falk recommended that a meeting be scheduled to potentially modify the project to take advantage of both grants that have been awarded.

Sanitary sewer repair project: Covered in the engineer's report.

Human Resources:

Resignation of Secretary/Treasurer: Mr. Long made a motion that Council accepted the resignation of Ms. Falk as Secretary/Treasurer. The motion was seconded by Mr. Falk and passed unanimously.

Appointment of Secretary/Treasurer: Mr. Falk made a motion that Council appoint Kris Szmul as Secretary/Treasurer. The motion was seconded by Ms. Catanzarite, and it passed by a vote of 6-0, with Mr. Szmul abstaining.

Resolution for new Assistant Secretary: Mr. Long made a motion that Council pass a resolution appointing Ms. Falk to the new position of Assistant Secretary. The motion was seconded by Mr. Falk and was passed unanimously.

Ms. Falk and Ms. Szmul will coordinate a mutually agreeable transition and training schedule that will include a one month overlap at the current Secretary/Treasurer compensation level. Potential additional training will be discussed at the June meeting.

Equipment purchase: Ms. Falk proposed that Council authorize Ms. Szmul to purchase new equipment for the position. Mr. Jameson made a motion that Council authorize Ms. Szmul to purchase a new laptop, software, and printer in an amount not to exceed \$2,000. The motion was seconded by Ms. Ditmore and passed unanimously.

A discussion was held on filing cabinets personally purchased by Ms. Falk in 2016 and used exclusively for borough files. Mr. Jameson made a motion that the borough reimburse Ms. Falk for the purchase, which was seconded by President Coppola. The motion passed by a vote of 6-0, with Mr. Falk abstaining.

Traffic Calming: Further discussion was held on the Safe Streets program presented by Mr. Price. Mayor Mackin will follow up with him to express Thornburg's interest in pursuing the idea further.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Mr. Falk made a motion that the meeting be adjourned at 8:35 PM, which was seconded by Ms. Catanzarite. The motion carried.