

**THORNBURG BOROUGH COUNCIL  
REGULAR MEETING  
MINUTES OF SEPTEMBER 5, 2023**

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

**Location:** Hamilton Road Park, Pace Pavilion

**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 August 7, 2023. Mr. Long seconded the motion, and it was unanimously approved.

Mr. Long made a motion to accept the Minutes of August 7, 2023 as amended. Mr. Szmul seconded the motion, and it was unanimously approved.

**PUBLIC FORUM:**

None

**SOLICITOR'S REPORT:**

Solicitor Emily Mueller had nothing new to report.

**ENGINEER'S REPORT:**

No report.

**MAYOR'S REPORT:**

Mayor Mackin was not present.

**TREASURER'S REPORT:**

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

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

Code update proposal from General Code: Ms. Falk reported that the General Code estimated cost of \$1,055-\$1,354 was based on changes to approximately 55 pages in the code book, which included new

text content, editorial work, and indexing, plus 5 delivered hardcopies of the supplement pages. A discussion followed. Mr. Runyon made a motion that Council pass a resolution to accept the proposal from General Code to update the Borough code in an amount not to exceed \$1,354, which was seconded by Ms. Catanzarite. The motion passed unanimously.

Website update: Ms. Falk reported that she has not been able to reach Holt Web Design to get the domain registration transferred to CourseVector, the new web host. She will hand deliver the current renewal payment at the anticipated meeting. She also reported that CourseVector has agreed to accept an initial deposit of \$1,147 (billing for 14 of the anticipated 21 hours of programming required to rebuild the website), with the balance due upon completion. Work will begin upon receipt of the deposit.

Retirement: Ms. Falk reported that the Borough's Minimum Municipal Obligation for 2024 is \$6,480, based on an estimated payroll of \$108,000 and the contracted contribution rate of 6%.

### **COMMITTEES:**

#### Construction Projects

*Electric project:* President Falk reported that the project clean up should take place tomorrow (Wednesday), with small projects remaining. The remaining balance due from the contract is \$125,540.

*Storm sewer project:* Ms. Falk reported that NIRA was expecting the signed contracts from Iron City Construction shortly. The bond information needed to be corrected.

*Window replacement:* Nothing new to report at this time. Bid preparation continues.

*Mechanicals:* The contract with The Design Alliance for HVAC design has been executed.

*Hamilton Road Sidewalk:* President Falk reported that the Borough has apparently been awarded a PennDOT Multimodal Transportation Fund grant in the amount of \$152,000. He is awaiting official notification of the award.

President Falk reviewed cash flow for the projects for 2023 and 2024. A discussion was held regarding how much of the Capital Campaign donations would be used for the electric project. Council agreed to use similar calculations to the allocation of playground donations (13.1 percent of project cost). Mr. Szmul made a motion that Council allocate \$18,563 of the pledges to the electric project and authorize Ms. Falk to transfer that amount from the Capital Funds account to reimburse the General Fund. Mr. Runyon seconded the motion, which passed unanimously.

A discussion was held on the use of Capital Campaign donations for the various projects. Council determined that the Capital Campaign donations would be used for the windows project and a portion of the mechanical upgrades but not for the storm sewer relocation nor the Hamilton Road sidewalk replacement.

#### Human Resources

*Employee manual:* This will be tabled until the October meeting.

Traffic Calming

Mr. Runyon will coordinate with Mayor Mackin and Chief Sumpter to review locations for the Crafton Police to monitor traffic. They will also discuss speed limit sign locations and citations for vehicles parking in front of yellow curbs.

Crafton will be using its radar sign. When Thornburg can use it next, it will be moved to another location.

Ms. Catanzarite will include traffic safety reminders in the next Talk of the Town article.

**OLD BUSINESS:**

Thornburg Bridge construction: President Falk reported that there has been a delay in getting the new traffic signal. Robinson Township has agreed to maintain the sidewalks. A discussion followed.

**NEW BUSINESS:**

Emergency services: Mr. Szmul reported that a resident calling 9-1-1 had to wait 20 minutes for an ambulance to arrive. A discussion followed. Ms. Falk will provide Mr. Szmul with contact information for the county EMS.

Memorial tree for Nancy Pace: President Falk reported that the Pace family is planting a tree in honor of longtime resident Nancy Pace and holding a memorial service for her on September 16, 2023. Jeff Leithauser will be consulted on the suitability of the tree species.

Dead tree: A discussion was held on a dead tree between Tech and Kenyon. Mr. Szmul will ask Mayor Mackin to look at it.

**ADJOURNMENT:**

Mr. Runyon made a motion that the meeting be adjourned at 7:55 PM which was seconded by Mr. Long. The motion carried.