

The Council Meeting of the City of Lower Burrell was held on Tuesday, February 13, 2023 at 7:00 PM. Roll call indicated the following present: Councilman Stoltz, Councilman Fabry, Councilwoman Grieff, Director Parks and Public Works Michelle Hatbob, Solicitor Yakopec, Mayor Andrejck, Chief of Police Marhefka, and Interim City Manager Jason Dailey. Absent were Councilwoman Albanese, Controller Farina, and Treasurer Eshbaugh.

**CORRESPONDENCE:**

- 1) Treasurer's Report for January 2023.
- 2) Local Service Tax Report for December 2022 and January 2023.
- 3) Collection Service Center for December 2022 and January 2023.

**EXECUTIVE DEPARTMENT REPORTS:**

**Councilman Stoltz:** The men are happy that there has not been a lot of snow. The City may end up with some extra salt as a result of the mild winter. Applications for the Administrative Assistant in Public Works are due February 24<sup>th</sup>. Michelle Hatbob is doing a fantastic job, and Councilman Stoltz couldn't be happier with what she has done. There was a Public Works lunch meeting to discuss personnel issues and training issues.

**Director of Parks and Public Works Hatbob:** No report.

**Councilman Fabry:** General reports: Councilman Fabry talked about the working relationship with Jason Dailey. There has been steady communication and no lapse in operations. Finance: he asked Council to make a list of needs and wants. Business: Councilmen Fabry and Stoltz took an out-of-state businessman on a tour of Lower Burrell. Amy Mitchell and Erin Pruitt are closing on the Loafin' Bakery building bringing a unique business to Lower Burrell. Glen's Custard are setting posts, and it is going well. Councilman Fabry will continue communicating with Schaedler Yesco and Dunkin' Donuts. He has been working with the organizers of the St. Patrick's Day parade. He will contact the organizers of the Memorial and Veteran Day parades. Inclusion games are in the preliminary development stages. The Back the Blue event was very successful. There will be a Back the Blue concert on February 25<sup>th</sup>. There is an event on June 24 that potentially could involve fireworks. Councilwoman Albanese put together the Parks meeting.

**Councilwoman Grieff:** The fire department numbers for 2022: Lower Burrell #3 ended with 601 calls; Kinloch was 201. Fire department numbers for 2023 year to date: Lower Burrell # 3 was 44 calls; Kinloch was 19. Fire department elections were in November and December 2022 for both departments. In January 2023, both departments set meetings to introduce the new officers to the respective fire houses. December 15, 2022 was the initial meeting with Councilwoman Grieff, DCED, two fire chiefs, and two presidents of the departments concerning the fire and EMS study. Lower Burrell # 3 received their 50% certification letter from the State Fire Commissioner's Office. It means that 50% of active responders in their station are certified with the National Pro Board Level at a Fire Fighter One or higher which is a huge accomplishment. The fire contracts came out and did require Fire Fighter One which is huge. City Council did approve Lower Burrell # 3's request to be a host city for the State Fire Academy Flash Over Stimulation Course. The City's Emergency Management Coordinator Grant Imbarlina and Councilwoman Grieff worked on updating the City's Emergency Operation Plan. There will be a formal vote for the adopted EOP. She thanked everybody for their participation, their blood, sweat, and tears throughout the whole process. She is looking forward to the St. Patricks Day parade and planning for this years Easter egg hunt. Raisers are available to support the local fire departments.

**Solicitor Yakopec:** No report.

**Mayor Andrejck:** Mayor Andrejck has attended Rotary club meetings. He attended the viewings along with other Mayors for Chief Justin McIntire. He met with Community Development Officer to discuss the trails. He attended the LBMA meeting, Planning Commission, the Alle-Kiski Intergovernmental Council meeting, and the new Parks Commission meeting. He attended the food drive for the Back the Blue Drive at Mogie's.

**Chief of Police Marhefka:** He reported on the number of incidents, accidents, criminal complaints, traffic citations issued, non-traffic citation issued, warnings, and mileage log. March 9<sup>th</sup> starts the annual Citizens Police Academy.

**Interim City Manager Dailey:** Mr. Dailey provides Council with weekly update each Friday which is operational in nature.

**NEW BUSINESS:**

- 1) Motion by Councilman Fabry, second by Mayor Andrejcik to approve the Agenda meeting minutes from January 3, 2023 and February 6, 2023. Roll call vote indicated: Councilman Stoltz: AYE; Mayor Andrejcik: AYE; Councilwoman Grieff: AYE; Councilman Fabry: AYE. 4 “AYES.” All in favor.
- 2) Motion by Councilman Fabry, second by Mayor Andrejcik to accept the Treasurer’s Report and pay all bills. Roll call vote indicated: Councilman Fabry: AYE; Mayor Andrejcik: AYE; Councilman Stoltz: AYE; Councilwoman Grieff: AYE. 4 “AYES.” All in favor.
- 3) Motion by Councilman Stoltz, second by Councilman Fabry to approve LBMA sewer fund loan for \$50,000.00. Roll call vote indicated: Councilman Stoltz: AYE; Councilman Fabry: AYE; Mayor Andrejcik: AYE; Councilwoman Grieff: AYE. 4 “AYES.” All in favor.
- 4) Motion by Councilman Stoltz, second by Mayor Andrejcik to authorize the City Manager to evaluate parking lot paving alternatives. Roll call vote indicated: Councilman Stoltz: AYE; Mayor Andrejcik: AYE; Councilwoman Grieff: AYE; Councilman Fabry: AYE. 4 “AYES.” All in favor.
- 5) Motion by Councilman Fabry, second by Mayor Andrejcik to approve City Hall electronic door access proposal from Horizon Information Services for \$3,555.00. Roll call vote indicated: Councilman Fabry: AYE; Mayor Andrejcik: AYE; Councilman Stoltz: AYE; Councilwoman Grieff: AYE. 4 “AYES.” All in favor.
- 6) Motion by Councilman Fabry, second by Mayor Andrejcik to execute the 2022 City audit engagement letter with Mark C. Turnley, CPA. Roll call vote indicated: Councilman Fabry: AYE; Mayor Andrejcik: AYE; Councilman Stoltz: AYE; Councilwoman Grieff: AYE. 4 “AYES.” All in favor.
- 7) Motion by Councilman Fabry, second by Mayor Andrejcik to ratify Interim City Manager Agreement with Dailey Operation Consulting LLC. Roll call vote indicated: Councilman Fabry: AYE; Mayor Andrejcik: AYE; Councilman Stoltz: AYE; Councilwoman Grieff: AYE. 4 “AYES.” All in favor.
- 8) Motion by Mayor Andrejcik, second by Councilman Fabry to advertise Ordinance # 1-2023 – SWAT Ordinance. Roll call vote indicated: Mayor Andrejcik: AYE; Councilman Fabry: AYE; Councilman Stoltz: AYE; Councilwoman Grieff: AYE. 4 “AYES.” All in favor.
- 9) Motion by Councilwoman Grieff, second by Mayor Andrejcik to approve the Emergency Management Plan Update. Roll call vote indicated: Councilwoman Grieff: AYE; Mayor Andrejcik: AYE; Councilman Stoltz: AYE; Councilman Fabry: AYE. 4 “AYES.” All in favor.
- 10) Motion by Councilman Fabry, second by Mayor Andrejcik to appoint Joseph Czemerda to the Zoning Hearing Board. Roll call vote indicated: Councilman Fabry: AYE; Mayor Andrejcik: AYE; Councilman Stoltz: AYE; Councilwoman Grieff: AYE. 4 “AYES.” All in favor.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

With no further business coming before council, a motion was made to adjourn the meeting.

Amy S. Rockwell, City Manager

John Andrejcik, Mayor