

**BOROUGH OF SEVEN FIELDS
COUNCIL MEETING
September 12, 2016**

Council President Jennifer Sikora called the meeting to order at 6:30pm in the Council Chambers of the Seven Fields Borough Municipal Office at 2200 Garden Drive, Seven Fields, PA 16046.

Council President Sikora began the meeting with the Pledge of Allegiance.

ROLL CALL:

Present: Council President Jennifer Sikora, Council Vice President Jack Oakley, Council Member Council Member Dawn Servello, Council Member Dr. Kevin Caridad, Borough Manager Thomas B. Smith, Mayor Victor Giannotta, Attorney James Manolis, and Engineer John Balewski

Absent: Council Member Dr. Michael Trotta

PUBLIC PARTICIPATION:

Council President Sikora welcomed everyone in attendance and commented how it's nice to see so many faces.

Carol Vollman – 102 Sycamore Drive – She commented that the fireworks display on Saturday was beautiful. Thank you to Pyrotechnico for great work.

Council President Sikora thanked Mrs. Vollman.

APPROVAL OF August 8, 2016 COUNCIL MINUTES

After review and upon motion of Council Vice President Oakley and a second by Council President Sikora, the following resolution was unanimously adopted:

RESOLVED: Borough Council accepted the Minutes of August 8, 2016 as submitted.

MAYOR'S REPORT

Mayor Giannotta referred everyone to the August police report which seems to be as usual.

He said school is back in session and all seems good. He did go down to the carnival this year, and there were a lot of positive comments. A few comments of concern relate to the cost of the games. The charge was \$5 per game which many felt was too high. The bands were well received.

He shared that he has recently received some feedback from the community with regards to the pool. He has been asked to ask Council initiate "early action" on hiring pool staff to avoid the "fiasco" that was experienced this year.

Council President Sikora acknowledged that we have had some issues with the pool this year. Council Vice President Oakley indicated that there is a consideration of hiring adults as lifeguards and concession stand staff and also there is consideration of hiring a management company for next year. He also offered that as he understands it, several local communities experienced the same difficulties with regards to staffing. He commented that if anyone is looking for summer employment to let us know.

Council President Jennifer Sikora commented on the police report acknowledging the numbers of DUIs for the month which is shocking at this day and age.

TREASURER'S REPORT

Treasurer Comunale referred Council Members to the Accounts Payable List dated September 8, 2016. After review and upon motion of Council Vice President Oakley and a second by Council President Sikora the following resolution was unanimously adopted:

RESOLVED: Borough Council approved the Accounts Payable List dated September 8, 2016.

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Fund Balances as of September 12, 2016

General Fund	\$1,382,944
Capital Reserve	\$ 5,399
Road Fund	\$ 132,255
Liquid Fuels	\$ 307,561
CD Program	\$ ----
Sinking Fund	\$ 2,961
TOTAL	\$1,831,120

Bond Liability	\$1,340,000
Available for Operating and/or Capital Expenses	\$1,173,405

LEGAL ISSUES

Attorney Manolis had no issues for review or discussion.

PLANNING ISSUES

Engineer Balewski reported that there was a Planning Commission meeting last week and they reviewed a lot revision request for 111 Bristol Drive. This is the lot revision request that was submitted about 5 years ago but was put on hold until the mortgage could be satisfied. The mortgage is now satisfied and the property owners have resubmitted the request. The Planning Commission is recommending approval.

After brief discussion and upon motion of Council President Sikora and a second by Council Vice President Oakley, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved the lot revision request as submitted for 111 Bristol Drive.

BOROUGH MANAGER'S REPORT

Resolution 2016-19 (2017 Minimum Municipal Obligation)

Borough Manager Smith referred Council to Resolution 2016-19 outlining the 2017 Minimum Municipal Obligation of \$30,229.00 for the State Pension with \$6,905.00 dedicated to the Cash Balance Plan and \$23,324.00 dedicated to the Defined Benefit Plan. After brief discussion and upon motion of Council President Sikora and a second by Council Vice President Oakley, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved Resolution 2016-19 as presented.

FY-2017 Seven Fields Budget (s)

Borough Manager Smith indicated that it is time to prepare for the 2017 budgets and asked if anyone has any capital reserve projects or any items that they email him as soon as possible. He should have information this week with regards to healthcare costs. Last year there was about a 5% increase. With regards to the police budgets they are looking at a 5-6% increase off of last year.

He also reported that he, Dave and Renae met this afternoon with Software Systems and were informed that Fundware is being phased out so there will be new software for the accounting process. He doesn't know the amount but has asked that he be sent the cost as soon as possible. This will affect the police department as well.

He is not really anticipating too much into the budget. There are a couple capital reserve items. The Public Works Department will need to phase out 1 truck if not 2.

No news on the DCNR grant but he hopes to hear something soon.

2016 Seven Fields Workers Compensation

Borough Manager Smith asked to put this on hold as there is no price available just yet.

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Seven Fields Public Works Water Operator Certification

Borough Manager Smith asked Council if they wanted to do a real quick Executive Session or have general discussion on this matter. He would like to send Tom Cordell for training and testing for water operator certification. Council agreed to have general discussion.

He reported that there is a training session in November in Clarion from 8am-12pm. He has been notified by the DEP that the Borough needs to have two operators at all times and currently only has Bret Cole certified. Tom Cordell is the most eligible and has indicated an interest. If he passes he would be eligible for a salary adjustment of \$5,000 broken down to increments of \$2,500 on the date of passage and \$2,500 on the date of his anniversary. He referred Council to the Education Expense Recovery Agreement which outlines the costs Tom Cordell would have to pay back if he leaves the Borough within two years of receiving this certification. Several of the fields are indicated as to-be-determined (TBD), as the travel expenses and book fees are unknown at this time.

Council President Sikora acknowledged that this is the same agreement that has been used in the past with other Public Works employees receiving the certification.

After brief discussion and upon motion of Council President Sikora and a second by Council Member Dr. Caridad, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved the Water Operation Certification testing for Thomas Cordell and the Educational Expense Recovery Agreement as presented.

2016 Seven Fields Community Carnival

Borough Manager Smith referred Council to the comparison sheet for 2015 and 2016 related to the carnival. The Borough budgeted \$25,000 for the carnival and received \$7,845 in donations. The expenses totaled \$24,128.78. The biggest difference from last year relates to increased advertising costs along with increased costs for the bands. Based on his observations, it seems to have made a difference as there was a large crowd both Friday and Saturday nights.

Council President Sikora asked in general if anyone had received any feedback related to the advertisements or the bands. Council Vice President Oakley commented that he did not receive much feedback related to the advertising but did receive quite a bit related to the bands which was positive.

Council President Sikora commented that she would be interested to see the numbers from the carnival company. She commented that she attended both Friday and Saturday and the band on Saturday seemed to have a larger crowd and the crowd seemed more active. She would be interested to see how the crowd size impacted the carnival activities.

Borough Manager Smith also reported that he talked with Allan Bartlebaugh from the Amusement Company and although he hasn't finalized his numbers, he thinks they did better than last year. He will be forwarding his payment as per the agreement and noted he is interested in coming back again next year.

Borough Manager Smith likes the idea of holding the carnival over Labor Day weekend and in general he feels the event is a good deal for the community.

Council President Sikora asked that members poll the community for feedback. The families with young children really enjoy coming down but at the same time those that live close to the carnival set-up get frustrated with the noise and congestion which she understands. She feels there is a whole void out there that we haven't heard from. She feels that before we move forward with discussion for next year we gather more feedback.

She also had a comment/suggestion that we string up lights under the pavilion to make better use of the area next year. Also she feels it works well keeping the carnival and the community garage sale separate. Having them both at the same time create a lot of traffic and unnecessary congestion in the community so her preference would be to keep them separate.

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Council President Sikora also stated that she passed on to Tom and she hopes he passed it on to all that work for the Borough, thank you. She thanked all the Borough Staff for all the extra efforts with time, signs, coordination, planning, etc. She feels the community really appreciates the event, so thank you to all of the borough staff.

Seven Fields Hanging Baskets

Borough Manager Smith directed Council to a cost outline for the next three years from Quality Gardens. He did reach out to D'Addio's but they were not interested in submitting a cost estimate once they learned of the amount paid to Quality Gardens for last year. For 2017 Quality Gardens will increase the cost by \$5 to \$30 per basket for 44 baskets, and then replace the liners in 2018 and implement a minimal increase in 2019. After brief discussion and upon motion of Council President Sikora, and second by Council Member Dr. Caridad, the following resolution was unanimously adopted:

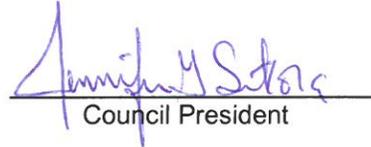
RESOLVED: Borough Council approved the cost estimate from Quality Gardens for 2017 at \$1,520.00, for 2018 at \$2,271.00, for 2019 at \$1,677.00

Council President Sikora moved to adjourn. The motion was seconded by Council Vice President Oakley and the meeting adjourned at 7:02pm.

- Meeting Adjourned -



Borough Manager



Council President

October 10, 2016
Date Approved