

**BOROUGH OF SEVEN FIELDS  
COUNCIL MEETING  
October 10, 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 Dawn Servello, Council Member Dr. Michael Trotta, Borough Manager Thomas B. Smith, Mayor Victor Giannotta, Treasurer Elaine Comunale, Attorney James Manolis, and Engineer John Balewski

**Absent:** Council Member Dr. Kevin Caridad

**PUBLIC PARTICIPATION:**

Robin Pittman – 506 Wilshire Circle – She is the President of the Homeowners Association for Brandywine Commons and here clarify the use of the gazebo on Wilshire Circle. This past Saturday they were very embarrassed by a wedding party that came to use the gazebo under the direction and/or approval of the Mayor. Their Board was not aware of any request for use of the facility. She asked that we remove the photo of their gazebo from the Borough website and post a statement online and in the newsletter that the gazebo is private property of the HOA and requires special permission for use. Robin shared that they recently had to have their floors refinished because flowers/potted plants were moved and caused damage.

Mayor Giannotta stated that he was not aware that the gazebo was private property of the HOA. He apologized and asked for the proper procedure to request permission to use the gazebo in the future.

Vice President Jack Oakley asked for clarification of the process to request permission to use the gazebo moving forward.

Robin said she will prepare a statement for the newsletter and the web and send it to Tom Smith. If anyone is interested in using the gazebo they should contact her directly and she will present the request to the Board. The board members communicate frequently so timeliness of a response should not be an issue.

Kathy Byerly – 509 Wilshire Circle – She is a resident of Brandywine Commons not a member of the board for the HOA. She stated that she accepts the apology of the Mayor but wants it noted that she feels strongly that this was unacceptable. She stated that she has rented the Borough Community Center on multiple occasions and in order for her to use our Community Center she has to pay by the hour and the reservation has to include her set up and clean up time. She has asked for the ability to go the night before her event and start to set up or decorate, etc. and has never been able to – if she wants more time in the Community Center she has to pay for it. This particular group went down the night before and decorated which interfered with the regular use of the facility. She believes that someone has to make a financial donation to the HOA for the unauthorized use of the gazebo.

Mayor Giannotta asked her how much she would like as the donation, he is happy to pay and again apologized for any miscommunication. He offered to go to their next meeting to clarify the situation.

Kathy did not have a recommendation for the amount of the donation.

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Robin Pittman will contact the board members for their input and will be in touch with Tom Smith.

Michael Baer – 901 Northridge Drive – I want to make sure that it is printed in the newsletter about picking up after your pets. He has a fence around his yard and just stepped in two piles of dog waste in his grass and noticed piles on the sidewalk along Mars Crider Road.

Council Member Dawn Servello stated that she just recently found piles of dog waste in her yard as well.

Michael stated that he is a pet owner and he is very responsible as is his wife and sons. He asked that it be printed in the newsletter as a reminder to everyone to be respectful and pick up after your pets.

**APPROVAL OF September 12, 2016 COUNCIL MINUTES**

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

**RESOLVED:** Borough Council accepted the Minutes of September 12, 2016 as submitted.

**MAYOR'S REPORT**

Mayor Giannotta referred everyone to the September police report which seems to be as usual. He noted that the police are active and their visibility continues.

Council President Sikora acknowledged 113 incidents reported within the Borough out of 174 total for the month.

**TREASURER'S REPORT**

Treasurer Comunale referred Council Members to the Accounts Payable List dated October 6, 2016 which all appear to be relatively standard. After review and upon motion of Council Vice President Oakley and a second by Council Member Dr. Trotta the following resolution was unanimously adopted:

**RESOLVED:** Borough Council approved the Accounts Payable List dated October 6, 2016.

**Fund Balances as of October 10, 2016**

General Fund	\$1,446,373
Capital Reserve	\$ 151
Road Fund	\$ 132,288
Liquid Fuels	\$ 307,637
CD Program	\$ ----
Sinking Fund	\$ 2,961
<b>TOTAL</b>	<b>\$1,889,410</b>

Bond Liability	\$1,340,000
Available for Operating and/or Capital Expenses	\$1,231,585

**LEGAL ISSUES**

Attorney Manolis had no issues for review or discussion.

**PLANNING ISSUES**

Engineer Balewski had no issues for review or discussion.

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**BOROUGH MANAGER'S REPORT**

**2017 Borough-Observed Holidays**

Borough Manager Smith referred Council to the list of 2017 Borough-observed holidays. After brief discussion and upon motion of Council Member Dr. Trotta and a second by Council President Sikora, the following resolution was unanimously adopted:

**RESOLVED:** Borough Council approved the list of 2017 Borough-observed holidays as presented.

**2017 Seven Fields Employee Healthcare**

Borough Manager Smith referred Council to the information provided from Municipal Benefits Services (MBS) outlining a rate increase of 13.5% for the group medical renewal. Manager Smith indicated that he is recommending Council increase the employee monthly co-pay by 6.5% to help off-set the increase. After brief discussion and upon motion of Council President Sikora and a second by Council Member Dr. Trotta, the following resolution was unanimously adopted:

**RESOLVED:** Borough Council approved the proposal from MBS and the increase to the employee monthly co-pay as presented.

**Resolution 2016-20 (Volunteer Fire Relief Association State Aid)**

Borough Manager Smith referred Council to Resolution 2016-20 which outlines payment to the Adams Area Fire District of \$22,684.07 in accordance with the PA Auditor General's Office state aid allocation. After brief discussion and upon motion of Council President Sikora and a second by Council Member Dr. Trotta, the following resolution was unanimously adopted:

**RESOLVED:** Borough Council approved Resolution 2016-20 as presented.

**Resolution 2016-21 (General Municipal Pension System State Aid)**

Borough Manager Smith referred Council to Resolution 2016-21 which outlines payment to the defined benefit plan of \$21,873.23 for the 2016 pension contribution in accordance with the PA Auditor General's Office state aid allocation along with the Borough's portion of the Non-Uniformed Pension Plan in the amount of \$4,062.77 to be issued by December 31, 2016. After brief discussion and upon motion of Council President Sikora and Council Member Dr. Trotta, the following resolution was unanimously adopted:

**RESOLVED:** Borough Council approved Resolution 2016-21 as presented.

**Resolution 2016-22 (General Municipal Pension System State Aid – EC/SF RPD)**

Borough Manager Smith referred Council to Resolution 2016-22 which outlines payment to the Evans City/Seven Fields Regional Police Department of \$13,911.37 in accordance with the PA Auditor General's Office state aid allocation. After brief discussion and upon motion of Council President Sikora and Council Member Dr. Trotta, the following resolution was unanimously adopted:

**RESOLVED:** Borough Council approved Resolution 2016-22 as presented.

**2016 Seven Fields 3<sup>rd</sup> Quarter Budget Analysis**

Borough Manager Smith referred Council to the 3<sup>rd</sup> quarter budget analysis. He reported that he will present the 2016 pool analysis at the next meeting. Overall, he is pleased with the trends.

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**2017 Seven Fields Liquid Fuels Allocation (Estimated)**

Borough Manager Smith referred Council to the notification of the estimated liquid fuels (Act 655) allocation of \$83,567.34 for 2017.

**2017 Evans City/Seven Fields Regional Police Department Budget**

Borough Manager Smith referred Council to the 2017 Evans City/Seven Fields Regional Police Department Budget. The overall budget is \$668,115.00, capital reserve budget is \$31,000 with the Seven Fields contribution at \$354,100.95. He anticipates a credit for the end of the 2016 year.

**Seven Fields Employee Handbook**

Borough Manager Smith reported to Council the need to modify/add text in the employee handbook to read "regular employees who have completed their probationary period will be paid for the following holidays on which Borough offices will be closed." After brief discussion and upon motion of Council President Sikora and second by Dr. Trotta, the following resolution was unanimously adopted:

**RESOLVED:** Borough Council approved the revision to the employee handbook as stated.

Borough Manager Smith stated there will be a Council meeting in two weeks to review the budget.

Council President Sikora moved to adjourn to Executive Session to discuss personnel matters. The motion was seconded by Council Member Dr. Trotta and the meeting adjourned at 7:00pm.

**Executive Session**

Borough Council, Special Labor Counsel David Mitchell and EC/SF Regional Police Commission Member Michael Baer discussed the Seven Fields borough manager's role & authority over the Evans City/Seven Fields Regional Police Department via the Police Administrator's agreement.

**- Meeting Adjourned -**



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Borough Manager



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Council President

October 24, 2016

Date Approved