

**BOROUGH OF SEVEN FIELDS
COUNCIL MEETING
January 13, 2020**

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

ROLL CALL:

Present: Council President Kimberly Regan-Koch, Council Vice President Dawn Servello, Council Member Dr. Michael Trotta, MD, Council Member Kevin Caridad, Ph. D., Council Member Brian Trimble, Manager Thomas B. Smith, Solicitor Megan Turnbull, Esq., Engineer John Balewski, P.E

Absent: Mayor Michael Baer, Treasurer Elaine Comunale

Council President Regan-Koch began the meeting with the Pledge of Allegiance.

PUBLIC PARTICIPATION: NONE

APPROVAL OF COUNCIL MINUTES FOR DECEMBER 9, 2019 & JANUARY 6, 2020

After review and upon a motion made by Council President Regan-Koch and a second by Council Member Trimble, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved the minutes of the December 9, 2019 & January 6, 2020 meetings as presented.

MAYOR'S REPORT

In Mayor Baer's absence, Borough Manager Tom Smith presented the December police report and noted that there were 96 incidents in Seven Fields for the time period of December 1st through December 31st, with roughly 18 of those being traffic-related.

TREASURER'S REPORT

In Treasurer Comunale's absence, Borough Manager Tom Smith referred Council to the Accounts Payable List for January 2020. The grand total of the payables is \$197,050.02. After review and upon motion of Council Member Trotta and a second by Council Member Trimble, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved the Accounts Payable List for January 2020.

Manager Smith noted that the General Fund is \$1,160,196, the Total Capital Reserve Fund is \$292, and the Road Fund, Liquid Fuels and Sinking Fund total \$493,121.

Fund Balances as of January 13, 2020

General Fund	\$1,160,196
Capital Reserve	\$ 292
Road Fund	\$ 136,340
Liquid Fuels	\$ 353,820
CD Program	\$ ----
Sinking Fund	\$ 2,961
TOTAL	\$1,653,609

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Bond Liability \$725,000

Available for Operating and/or Capital Expenses \$945,245

LEGAL ISSUES: NONE

PLANNING ISSUES: NONE

BOROUGH MANAGER'S REPORT

EC/SF Regional Police Commission – Seven Fields Borough Council Representatives

Manager Smith requested Council's approval to appoint Council Vice-President Servello and Dean Galitsis to the EC/SF Regional Police Commission for two-year terms upon recommendation by Council President Regan-Koch. After a brief discussion and upon a motion made by Council President Regan Koch and a second from Council Member Trimble, the following was adopted with a vote of 3 - 2:

RESOLVED: Borough Council appointed Council Vice-President Servello and Dean Galitsis to the Evans City/Seven Fields Regional Police Commission for two-year terms.

Legal Ad – Public Hearing (Club Leaf & Bean – Conditional Use Application)

Manager Smith requested Council's authorization of a public hearing on February 10, 2020 to address the Conditional Use Application submitted by Club Leaf & Bean and subsequently, approval of a legal ad in the Butler Eagle to advertise the public hearing. Upon a motion from Council President Regan-Koch and a second from Council Member Trotta, the following was unanimously adopted:

RESOLVED: Borough Council approved a legal ad to be placed in the Butler Eagle advertising a Public Hearing to be held on February 10, 2020 at 6:00 pm regarding the Conditional Use Application filed by Club Leaf & Bean.

2019 4th Quarter Budget Analysis

Manager Smith referred Council to the 2019 4th Quarter Budget Analysis. The year finished with a surplus in the General Fund of \$157,900 and a surplus in the Water Fund of \$165,825.

Council President Regan-Koch and all Council members thanked everyone for their efforts in managing the financial expenditures of the Borough.

2020 Seven Fields Community Events

Manager Smith advised Council that Lisko Family Amusement is only available for the Seven Fields Community Carnival on July 2nd, 3rd, and 4th this year and that could impact the Seven Fields Beer & Wine Fest. Manager Smith requested Council's input on the decision to move the Seven Fields Beer & Wine Fest from Saturday, July 18th to Saturday, June 20th in order to allow for more time between events in the Borough.

After some discussion by Council, it was determined that the Seven Fields Beer & Wine Fest will remain on July 18, 2020. The Seven Fields Community Carnival will be held on July 2nd,

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3rd, and 4th as proposed by Lisko Family Amusement. The Seven Fields Food Truck Nights will not be affected by this decision.

Amendment of Ordinance #79 (Seven Fields Pension Plan)

Manager Smith requested Council's approval of an amendment of Ordinance #79 (Seven Fields Pension Plan). The amendment will change all retirement plans to new IRS-approved plan documents per the Pennsylvania Municipal retirement System. Upon a motion from Council President Regan-Koch and a second from Council Member Trotta, the following was unanimously adopted:

RESOLVED: Borough Council approved the amendment of Ordinance #79 (Seven Fields Pension Plan) changing all retirement plans to new IRS-approved plan documents.

Seven Fields Town Park Pavilion Metal Roof

Manager Smith referred Council to a spreadsheet detailing various estimates received for installation of a new metal roof on the Town Park Pavilion. The lowest estimate was submitted by Nick Mars in the amount of \$11,233.54. Manager Smith advised Council that the 2020 General Fund Capital Reserve Budget allocated \$15k for this expenditure. Upon a motion from Council President Regan-Koch and a second from Council Member Caridad, the following was adopted by a vote of 4 - 1:

RESOLVED: Borough Council approved Nick Mars to install a new metal roof on the Town Park Pavilion at a cost of \$11,233.54.

Seven Fields Hanging Flower Baskets

Manager Smith referred Council to a spreadsheet outlining the Quality Gardens' costs over the next three years for the hanging flower baskets in the Borough. The cost for 2020 would be approximately \$1,897, as opposed to \$1,536 spent in 2019. Manager Smith noted that other vendors were contacted, but no responses were received. Upon a motion from Council President Regan-Koch and a second from Council Member Trimble, the following was unanimously adopted:

RESOLVED: Borough Council approved Quality Gardens to supply the Borough with Hanging Flower Baskets through 2022.

Hillvue/Forest HOA Waterline Relocation Project – Phase II

Manager Smith requested Council's approval to begin Phase II of the Hillvue/Forest HOA Waterline Relocation Project. Phase II of this project will consist of running new 6" water line, installation of new water taps, and relocation of field boxes. Manager Smith advised the start date for the work would be dependent on when the HOA begins its own construction in the same area. The project will take approximately six (6) weeks to complete. The 2020 Water Fund Capital Reserve Budget allocated \$25k for this expenditure. Upon a motion from Council President Regan-Koch and a second from Council Member Trimble, the following was unanimously adopted:

RESOLVED: Borough Council approved Phase II of the Hillvue/Forest HOA Waterline Relocation Project to be completed in 2020.

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Seven Fields Webpage Redesign

Manager Smith directed Council's attention to a quote from CivicPlus regarding the redesign of the Borough website and advised Council that the webpage was last updated in 2013. The cost of the redesign will be a one-time fee of \$7k and an annual hosting and maintenance fee of \$2k. Manager Smith informed Council that CivicPlus offers an option to spread all payments over three years amounting to \$4,334 per year. The 2020 General Fund Capital Reserve Budget allocated \$15k for this expenditure. Upon a motion from Council President Regan-Koch and a second from Council Member Trimble, the following was unanimously adopted:

RESOLVED: Borough Council approved the redesign of the Borough webpage via CivicPlus with payments to be spread over three years at a cost of \$4,334 per year.

Seven Fields Borough Office Copier/Printer

Manager Smith requested Council's approval of a new copier/printer for use in the Borough office. Manager Smith advised that upgrading the current machine would save the Borough \$39 per month. Upon a motion from Council President Regan-Koch and a second from Council Member Caridad, the following was unanimously adopted:

RESOLVED: Borough Council approved the procurement of a new copier/printer for use in the Borough Office at a savings of \$39 per year.

EC/SF Regional Police – Highpointe Drive No Parking Request

Manager Smith advised Council that EC/SF Regional Police Corporal Longdon has requested that Council restrict on-street parking on Highpointe Drive due to safety concerns. After a brief discussion and upon a motion from Council President Regan-Koch and a second from Council Member Caridad, the following was unanimously adopted:

RESOLVED: Borough Council approved Corporal Longdon's request to restrict on-street parking on Highpointe Drive and approved the placement of a legal ad in the Butler Eagle advertising an amendment to Ordinance #46.

Seven Fields Public Works Department Laborer

Manager Smith referred Council to the enclosed job offer extended to Matt Miller for the position of Seven Fields Public Works Laborer. Manager Smith noted that Matt possesses many of the skills that the Borough is currently seeking and would be an asset to the Public Works staff. Manager Smith requested Council's approval to hire Matt Miller for the position of Seven Fields Public Works Laborer. Upon a motion from Council President Regan-Koch and a second from Council Member Trimble, the following was unanimously adopted:

RESOLVED: Borough Council approved the hiring of Matt Miller for the Seven Fields Public Works Laborer position with a start date of January 13, 2020.

2020 Seven Fields Community Carnival Fireworks

Manager Smith referred Council to the contract provided by Pyrotecnico for the 2020 Seven Fields Community Carnival Fireworks display on July 4, 2020. The cost of the firework display will be \$11k. Upon a motion made by Council President Regan-Koch and a second by Council Member Caridad, the following was unanimously adopted.

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RESOLVED: Borough Council approved the contract from Pyrotecnico for the 2020 Seven Fields Community Carnival Fireworks display in the amount of \$11k.

Upon a motion made by Council President Regan-Koch and a second by Council Member Trimble, the meeting was adjourned at 7:18 p.m.



Borough Manager

1/13/2020

Date Approved

- Meeting Adjourned - 

Council President