

**BOROUGH OF SEVEN FIELDS
COUNCIL MEETING
January 14, 2019**

Council Vice-President Dawn Servello 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 Vice-President Dawn Servello, Council Member Kim Regan-Koch, Council Member Brian Trimble, Mayor Michael Baer, Treasurer Elaine Comunale, Manager Thomas B. Smith, Engineer John Balewski, P.E., Solicitor Megan Turnbull, Esq.

Absent: Council President Jennifer Sikora, Council Member Kevin Caridad, Ph.D.

Council Vice-President Servello began the meeting with the Pledge of Allegiance.

PUBLIC PARTICIPATION: None

**CODIFICATION OF BOROUGH ORDINANCES - GENERAL CODE
(VENDOR PRESENTATION)**

Michael Peter of General Code gave a presentation outlining the benefits, cost, and process of codification of ordinances utilizing General Code. General Code has been in business for over 56 years. Their services are employed by Cranberry Township, Mars, and Evans City to name a few. Presently, General Code services more municipalities in Pennsylvania than any other codification company in the area.

General Code will organize and categorize Seven Fields ordinances in a format that is readily available and searchable online. Ordinances will be housed on ecode360, an online library, and accessible via a link on the Seven Fields website. General Code also offers an app for download, allowing residents to access ordinances on their phones or tablets at any time.

The timeframe to codify all existing Seven Fields ordinances is approximately two years. During this process, General Code will "scrub" the ordinances and report back any discrepancies. If any discrepancies are discovered, Seven Fields will then have the opportunity to address and correct any issue before the ordinance is officially added to the ecode360 website.

APPROVAL OF COUNCIL MINUTES FOR DECEMBER 10, 2018

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

RESOLVED: Borough Council approved the minutes of the December 10, 2018 meeting as presented.

MAYOR'S REPORT

Mayor Baer presented the December police report and noted that there were 122 incidents in Seven Fields for the time period of December 1st through December 31th, with roughly 66 of those being traffic related.

TREASURER'S REPORT

Treasurer Comunale referred Council to the Accounts Payable List for December 2018. Grand total of the payables \$93,012.91. After review and upon motion of Council Vice-President Servello and a second by Council Member Trimble, the following resolution was unanimously adopted:

**BOROUGH OF SEVEN FIELDS
COUNCIL MEETING
January 14, 2019**

RESOLVED: Borough Council approved the Accounts Payable List for December 2018.

Treasurer Comunale noted that the General Fund is \$1,205,568.00, the Total Capital Reserve Fund is \$10,996.00, and the Road Fund, Liquid Fuels and Sinking Fund total \$399,424.00.

Fund Balances as of January 14, 2019

General Fund	\$1,205,568
Capital Reserve	\$ 10,996
Road Fund	\$ 134,311
Liquid Fuels	\$ 262,152
CD Program	\$ ----
Sinking Fund	\$ 2,961
TOTAL	\$ 1,615,988

Bond Liability \$890,000

Available for Operating and/or Capital Expenses \$1,001,472

LEGAL ISSUES

Solicitor Turnbull had nothing to report.

PLANNING ISSUES

Borough Engineer Balewski reported that multiple bids were received for the Borough Building Roof Replacement Project. The lowest bid was submitted by Nick Mars, but without proper paperwork and lacking a bond, it could not be considered. The next lowest bid was submitted by Burns & Scallo Roofing at a cost of \$141,904.00. After a brief discussion and a motion made by Council Member Trimble and a second by Council Member Regan-Koch, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved the bid from Buns & Scallo Roofing in the amount of \$141,904.00 for the completion of the Borough Building Roof Replacement Project.

BOROUGH MANAGER'S REPORT

Resolution 2019-1 (Borough Manager/Secretary/Zoning Officer/EC/SF Police Administrator- Thomas B. Smith)

Resolution 2019-2 (Treasurer - Elaine Comunale)

Resolution 2019-3 (Solicitor - Megan M. Turnbull)

Resolution 2019-4 (Borough Engineer - Mackin Engineering Company)

Resolution 2019-5 (Borough Traffic Engineer - Mackin Engineering Company)

Resolution 2019-6 (Residential Building Inspector- Middle Department Inspection Agency)

Resolution 2019-7 (Commercial Building Inspector-Middle Department Inspection Agency)

Resolution 2019-8 (Tax Collector & Commission - Patty Hohman)

Resolution 2019-9 (Depository Accounts - cfsbank and First National Bank)

Resolution 2019-10 (Official Newspaper/Legal Ads - Butler Eagle)

Resolution 2019-11 (Assistant Secretary - David Kruse)

Resolution 2019-12 (Emergency Management Coordinator - David Baird):

**BOROUGH OF SEVEN FIELDS
COUNCIL MEETING
January 14, 2019**

Manager Smith referred Council to the Resolutions noted above, outlining the routine appointments for 2019. After brief discussion and upon motion of Council Vice-President Servello and a second by Council Member Trimble, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved Resolutions 2019-1 through 2019-12 as presented.

Codification of Borough Ordinances

Manager Smith requested Council's approval to use General Code to codify the Borough's ordinances at a price of \$15,205 (plus maintenance fees as required). \$20,000 was earmarked for the codification of Borough ordinances in the General Fund 2019 Capital Reserve Projects. Upon a motion made by Council Vice-President Servello and a second by Council Member Regan-Koch, the following resolution was unanimously adopted:

RESOLVED: Borough Council approved the use of General Code to codify the Borough's ordinances.

2018 4th Quarter Budget Analysis

Manager Smith referred Council to the 2018 4th Quarter Budget Analysis. The year finished with a surplus in the General Fund of \$162,252 and a surplus in the Water Fund of \$123,771.

Council Vice-President Servello and Council Member Trimble thanked everyone for their efforts in managing the financial expenditures of the Borough.

Adams Area Fire District – Radio Conversion

Manager Smith requested Council approve and authorize payment for the final cost of the Seven Fields portion of the Adams Area Fire District Radio Conversion Costs in the amount of \$9,184.50. Upon a motion made by Council Vice-President Servello and a second by Council Member Regan-Koch, the following was unanimously adopted.

RESOLVED: Borough Council approved the payment of the Seven Fields portion of the Adams Area Fire District Radio Conversion Costs

2019 Seven Fields 10th Annual Community Carnival

Manager Smith presented the dates for the 2019 Seven Fields 10th Annual Community Carnival to be June 6, 7, 8, 2019. A select number of food truck vendors will be on location, in addition to live entertainment.

2019 Seven Fields 2nd Annual Beer & Wine Fest

Manager Smith presented the suggested date for the 2019 Seven Fields 2nd Annual Beer & Wine Fest to be July 13, 2019, as well as including food trucks and entertainment again this year. This date was picked due to the potential conflict of families being on vacation during the first weekend in July and thus having lower attendance for the event.

2019 Seven Fields Fireworks

Manager Smith referred Council to the contract provided by Pyrotecnico for the 2019 Carnival Fireworks display on June 8, 2019. The cost of the firework display will again be \$10,500. Upon a motion made by Council Vice President Servello and a second by Council Member Trimble, the following was unanimously adopted.

RESOLVED: Borough Council approved the contract from Pyrotecnico for the 2019 Carnival Fireworks display in the amount of \$10,500.

**BOROUGH OF SEVEN FIELDS
COUNCIL MEETING
January 14, 2019**

Upon a motion by Council Vice-President Servello and a second by Council Member Regan-Koch the meeting was adjourned at 7:15 p.m.



Borough Manager

- Meeting Adjourned -



Council President

2/11/19

Date Approved