

**SEWICKLEY HILLS BOROUGH**  
**Tuesday, May 12, 2020**  
**General Council Meeting Minutes**

CALL TO ORDER: Mr. Hajnas called the meeting to order with the Pledge of Allegiance at 7:30 p.m. at the Sewickley Hills Borough Municipal/Recreational Building, located at 349 Magee Road, Sewickley, PA 15143-9117.

PRESENT: Joseph H. Hajnas, Jack Faulkner, Cynthia Phillips, Michael Lepore, Teresa Hartle, Mayor David Malarik Andrew Shannon (Solicitor), Betsy Rengers (Treasurer), Diana Steele (Secretary)

CITIZENS ATTENDED: Don Fogel, Craig Rowland, Brenda Kovacs

CITIZENS & GUESTS: Mr. Hajnas stated that Mrs. Kovacs is present to address Council regarding building rentals and building maintenance issues.

Mrs. Kovacs stated that all the rentals for May 2020 and the beginning of June 2020 have been cancelled or the dates transferred to a later date. The monies for deposits on these rentals are in the process of being mailed to the persons with cancellations due to the COVID-19 Pandemic and will receive the full refund for the booking.

Mrs. Phillips stated that Mrs. Kovacs should receive the full amount of the booking fee from the rentals that have cancelled. Mr. Hajnas stated that Mrs. Kovacs is getting her booking fee (\$45.00) plus \$22.50, which is half again her booking fee for all bookings that are rescheduled or cancelled.

Mrs. Kovacs asks Council to approve an expense of purchasing 10 ferns to hang on the front porch.

**MOTION: A motion is made by Ms. Hartle to spend up to \$200 to purchase 10 ferns for the front porch, seconded by Mr. Faulkner, roll call is taken and motion is carried with all in favor.**

Mrs. Kovacs asks Council to approve the expense of a storage unit for the women's room. Mrs. Kovacs will report to Council after obtaining bids.

MINUTE APPROVAL: Mr. Hajnas asks if Council has reviewed February 11, 2020 meeting minutes for approval.

**MOTION:** A motion is made by Ms. Hartle to approve February 11, 2020 meeting minutes as presented, seconded by Mr. Lepore, motion is carried with all in favor.

Mr. Hajnas asks if Council has reviewed March 10, 2020 meeting minutes for approval.

**MOTION:** A motion is made by Mr. Lepore to approve March 10, 2020 meeting minutes as presented, seconded by Ms. Hartle, motion is carried with all in favor.

Mr. Hajnas asks if Council has reviewed April 14, 2020 meeting minutes for approval.

**MOTION:** A motion is made by Mr. Lepore to table the approval of the April 14, 2020 meeting minutes, seconded by Mrs. Phillips, motion is carried with all in favor.

POLICE REPORT:

Mayor Malarik reported there were 9 calls in May, three of which were health related. The Mayor also reported that Chief Hanney stated all is quiet in the Borough.

ENGINEER'S REPORT:

Mrs. Ketterer reported to Mr. Hajnas that there was nothing to report, however she asked if the Council wanted her to move forward with proposals for crack sealing the pavement in the Maronda Plan. Mrs. Rengers stated that Brian Brown may be available to submit a bid for crack sealing, Mr. Faulkner also stated that Pave-Rite may also want to submit a bid.

SOLICITOR'S REPORT:

Atty. Shannon reported he is working on changing the rental contract to include a Pandemic clause, until then the Borough is required to adhere to contract as written until the Governor makes changes to the restrictions. Atty. Shannon further stated that through June and July of 2020 the Borough should proceed as the contract is written.

Atty. Shannon has been in touch with the Attorney for the Reserve and reported that due to the Pandemic the construction is delayed. Mrs. Phillips stated that a Developer's agreement is still necessary, Atty. Shannon said maybe in June of 2020.

TREASURER'S REPORT:

Mrs. Rengers reported that having received the bank statements the interest rates have plummeted; this just reaffirms that the Borough accounts need to be restructured. Mrs. Rengers reported that so far \$3,625 has been refunded

for potential renters having to cancel and that so far in 2020 \$9,570 in revenue has been taken in by the Borough for rentals.

Mrs. Rengers asked for approval of the expense to advertise the DCED audit in the newspaper, stating it is quite expense.

**MOTION: A motion is made by Mr. Faulkner to spend up to \$1,700 to advertise the DCED audit, seconded by Mrs. Phillips, roll call is taken and motion is carried with all in favor.**

Ms. Steele asked Atty. Shannon if it would be legal to advertise that the DCED audit it available for viewing in the Borough office, Atty. Shannon stated he believes that would fall under the guidelines of the Borough Code. Mr. Hajnas asks Mrs. Rengers to check with the Auditor to get his input prior to a decision being made.

ADMINISTRATIVE REPORT: Ms. Steele stated that the items on her report have been covered.

APPROVAL OF BILLS: **MOTION: A motion is made by Ms. Hartle to approve the bills as presented, seconded by Mr. Lepore, roll call is taken and motion is carried with all in favor.**

COUNCIL MEMBERS: Mr. Faulkner stated that Ms. Hartle has contacted CoStars to obtain information regarding office equipment.

**Secretary Computer:** Mrs. Phillips stated that she has obtained bids from several companies for the replacement of Ms. Steele's computer and thanking Ms. Hartle for also obtaining bids through CoStars, however, the individual bids are for different systems and it is necessary to make determinations based on comparisons of apples to apples and oranges to oranges.

**Digital Recorder:** Mrs. Phillips stated the audio equipment being used to record the Borough's meetings is outdated and does not properly record the meetings. She is proposing the expenditure to obtain a digital recorder with excellent sound quality for a cost of \$83.

**MOTION: A motion is made by Mr. Lepore to spend up to \$100 to obtain a digital recorder, seconded by Mrs. Phillips, roll call is taken with all in favor.**

**Election Day:** Mrs. Phillips reported she has contacted Beverly Money Penny, the Judge of Elections at Sewickley Hills and was notified that the four other volunteer workers have expressed they cannot work the Election. Mrs. Phillips volunteered to help if it is not a conflict of interest. Mr. Lepore volunteered to contact the Allegheny County Election Bureau and report to

Council. Mrs. Phillips also stated that after Election Day and prior to the next rental date of June 4, 2020 the Borough building would require a disinfecting cleaning to avoid the possibility of liability for exposure to the COVID-19 pandemic. Mr. Lepore offered to contact companies performing such cleanings and see if they are available on June 3, 2020. A discussion also of closing the entire building for a week prior to the election would help to kill any viruses already in the building. Mrs. Phillips stated during that time, Ms. Steele could work from home.

**MOTION: A motion is made by Ms. Hartle to spend up to \$800 to have a deep cleaning/disinfecting cleaning at the building after election day, seconded by Mrs. Phillips, roll call is taken and motion is carried with all in favor.**

Mrs. Phillips stated that the Borough should provide sanitizing equipment on election day and also to pay for the poll workers lunch and dinner, which they have paid for themselves in the past.

**MOTION: A motion is made by Mrs. Phillips to spend up to \$300 to obtain sanitizing equipment for election day and lunch and dinner for the poll workers, seconded by Ms. Hartle, roll call is taken and motion is carried with all in favor.**

Mrs. Phillips stated that Up and Running Computer shows that they have installed a “management system” on the office computers allowing them to track when the computer is in use. Mr. Hajnas stated he will look into the situation.

Mrs. Phillips stated that Mrs. Rengers couldn't access WIFI on her office computer and Ms. Steele was having problems with her computer as well, her son Alex has a college education in computer tech and came to the office and tried to make repairs. She and Alex came to the office and found many errors, including two networks running, router issues, driver updates. Alex installed updates, scanned the computer and found 1,473 malwares on Ms. Steele's computer which he eliminated. Mrs. Phillips is asking for \$100 for Alex's services. Mr. Hajnas has questions regarding the narrative and asked for a written breakdown of the services Alex performed. Mr. Lepore expressed that a policy needs developed for computer usage and access policies to limit the accessibility to office computers. Atty. Shannon expressed that a policy manual could be obtained that would outline this information.

**Bear in the Borough:** Mr. Lepore reported on his way to the meeting this evening there was a bear on Kevin Drive.

**Newsletter:** Ms. Hartle has included in the packet she distributed prior to the meeting that she included a rough draft of a proposed newsletter that she could produce pending input from the Council members.

**Lawncare:** The Borough obtained two bids for cutting the grass in the soccer fields and around the Borough building, the low bid was Bryan Deal, with a bid of \$44 to cut around the building and trim the shrubs, as necessary, at no cost, and \$80 to cut the soccer fields. Ms. Hartle to call and inform Bryan that he was awarded the contract and ask if he wanted a formal contract to be signed by the Borough.

**MOTION:** A motion is made by Ms. Hartle to award the bid to Bryan Deal for grass cutting at the above-mentioned costs, seconded by Mr. Lepore, roll call is taken with all in favor.

ADJOURNMENT: MOTION: A motion is made by Mr. Lapore to adjourn the meeting at 9:14 p.m., seconded by Ms. Hartle; motion is carried with all in favor.

*Respectfully submitted*  
*Diana Steele- Secretary*