

The Agenda Meeting of the City of Lower Burrell was held on Monday, February 1, 2021 at 7:00 PM. Roll call indicated the following present: Councilwoman Albanese, Councilman Grillo, Councilman Fabry, Controller Farina, Treasurer Eshbaugh, Director of Parks and Public Works Todd Giammatteo, Solicitor Yakopec, Mayor Andrejcik, Chief of Police Marhefka, and City Manager Amy Rockwell. Absent were Councilman Hamilton and Zoning/Ordinance Officer Michael Nedley.

OLD BUSINESS:

None

NEW BUSINESS:

- 1) Discussed Commission Reappointments. Councilman Fabry discussed a proposal that Solicitor Yakopec will formally draw up.
- 2) Discussed Accounts Payable Process and Schedule. Councilman Fabry and City Manager Rockwell spoke of a check signing authorization procedure. This will streamline the process and avoid late fees.
- 3) Discussed County Hazard Mitigation Plan. This plan is updated by the County every five years and makes the City eligible to receive grand funding in the wake of a federally declared disaster.
- 4) Discussed Police Department Staffing. Three candidates have been interviewed.
- 5) Discussed the purchase of a 2021 Ford Police Explorer. Chief Marhefka reported this vehicle will replace a vehicle that has 84,000 miles and is due for replacement.
- 6) Discussed the 2020 Audit – Mark Turnley CPA. The audit will be done remotely. We will be asked to scan and send a significant amount of necessary documents.
- 7) Discussed the 2021 Paving Program. Matt Pitsch was available via Zoom to discuss the paving program.
- 8) Discussed 2021 Materials Bids. The # 8 crushed limestone will be reevaluated before being put out to bid.
- 9) Discussed Mechanical Device License. Treasurer Eshbaugh brought to light that establishments are commenting that the machines on their premises were not able to be used due to Covid restrictions or were not being used as much because of the “touch factor.” Consequently, they are questioning if the rates could be reduced or waived. A lengthy discussion ensued.
- 10) Discussed Documents for Destruction Resolution as per the Municipal Records Manual Retention Schedule. Documents have been identified which can be destroyed and what needs to be retained and were categorized by Administration, Treasurer’s Office, and Public Works.
- 11) Discussed Newsletter Submissions Due. Councilman Fabry addressed timelines for submission.
- 12) Matt Pitsch presented his engineering report.
- 13) Discussed Fisher Hall renovations.
- 14) Discussed Solicitation Permits. Solicitation Permits will continue to be suspended due to the pandemic.
- 15) Motion by Councilman Grillo, second by Councilman Fabry to reappoint John Kamarados to the Zoning Hearing Board. Roll call vote indicated: Councilman Grillo: AYE; Councilman Fabry: AYE; Mayor Andrejcik: AYE; Councilwoman Albanese: AYE. 4 “AYES.” All in favor.

PUBLIC COMMENT:

None

ADJOURNMENT:

With no further business coming before council, a motion was made to adjourn the meeting.

Amy S. Rockwell, City Administrator

John Andrejcik, Mayor