

**PINE VALLEY BOROUGH
MEETING MINUTES
Monday, February 20, 2017
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CALL TO ORDER - Mayor Kennedy called the meeting to order at 9:00 a.m. with a Salute to the Flag.

OPEN PUBLIC MEETINGS ACT – Adequate notice of this meeting was given by emailing The Retrospect and Courier Post on January 3, 2017 and posting on the bulletin board at Borough Hall.

ROLL CALL – recorded as present was Mayor Kennedy and Commissioner Kennedy;

MATTERS REQUIRING OFFICIAL ACTION:

- **Minutes** – Regular Meeting of Monday, February 20, 2017 - the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

- **Resolutions** –

- #027-2017 - FOR CHANGE ORDER #1 - PINE VALLEY BOROUGH HALL REMODEL

WHEREAS, a contract in the amount of \$123,800.00 was awarded to J. H. Williams Enterprises, Inc. on January 16, 2017 by Resolution #26-2017, for the Borough Hall Improvements; and

WHEREAS, an amendment to the original contract is necessary due to the elimination of a fire alarm system, resulting in a net decrease in the amount of \$2,578.56, and an adjusted contract in the amount of \$121,221.44;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners that Change Order #1, in the amount of \$2,578.56 (decrease), which amends the original contract with J.H. Williams Enterprises, Inc. for the Borough Hall improvements, is hereby approved.

- Mayor Kennedy thanked staff for the progress of the project, saying an amazing amount of work has been done in two weeks.
- The motion to approve by Commissioner Kennedy, was seconded by Mayor Kennedy, with all in favor, none opposed and no abstentions.

- #028-2017 - SUPPORTING THE PROGRAMS OF THE JOINT INSURANCE FUND AND THE SAFETY INCENTIVE PROGRAM OF THE BOROUGH OF PINE VALLEY

WHEREAS, the Borough of Pine Valley recognizes the important role an effective safety program plays in lowering employee injury rates, reducing lost time accidents, and cutting insurance costs, all of which contribute to greater employee safety and lower tax rates, and that health and safety must never be compromised, with employee safety along with the safety of the public as our number one priority; and

WHEREAS, the Borough of Pine Valley desires to achieve an accident free environment through a health a safety culture built on TRUST - we respect each other's opinions and decisions and will follow through on all health and safety concerns - CARE – we approach each day with the determination to care for ourselves, coworkers and the community we serve - KNOWLEDGE – we seek the education and skills to properly fulfill our responsibilities - COMMUNICATION – we communicate with each other in a clear, open and honest manner; and

WHEREAS, because the Borough of Pine Valley educates its employees with regard to appropriate conduct in the workplace and encourages employees to report workplace harassment or discrimination.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Pine Valley applaud the JIF's initiative in providing many of the safety resources needed to enhance its local safety efforts by declaring its support of the JIF's safety programs, Pine Valley' Safety Incentive Program and Safety Coordinator, Municipal Clerk Dawn Amadio; and

BE IT FURTHER RESOLVED that the following operational criteria is endorsed for the Borough of Pine Valley:

- The Borough Safety Committee will meet on the following Fridays – March 3rd, June 2nd, September 1st, and December 1st at 12:30pm in the Borough Hall
- "Putting Safety on Our Agenda" by including safety and risk management topics on the Governing Body agenda on a regular basis
- Establishing a Motor Vehicle fleet safety program
- Keeping regulatory training and written programs current
- Encouraging supervisors and crew leaders to make a "daily safety contact" with employees

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- Managing our claims, reporting all claims in a timely manner, offering transitional duty and investigating incidents and near misses
- Actively promoting and supporting health and wellness activities
- The motion to approve by Commissioner Kennedy, was seconded by Mayor Kennedy, with all in favor, none opposed and no abstentions.
- **Ordinances - First Reading by Title and Introduction**
 - 2017-01-2017 SALARY ORDINANCE
 - The motion to introduce by Commissioner Kennedy was seconded by Mayor Kennedy.
 - Second Reading, Public Hearing and Motion to Adopt will be considered at the Monday, March 20, 2017 Meeting of the Borough of Pine Valley Governing Body.

OFFICIAL REPORTS

- Finance Reports – CFO Ciminera reported that the draft of the budget indicates that the Borough is in good shape for 2017. It is demonstrating a slow and steady tax increase of 1 penny per year. There will be debt service starting in 2018. There was discussion of improvements that go on periodically being more favorable as is the steady increase with appropriations where needed and the building of a surplus. There was discussion of the Police Vehicle, appropriations for which were inserted into the new budget, just in case something happens due to the current condition. If it's needed, it is there, if it is not it will be cancelled and re-appropriated next year. He hopes to have the Budget introduced on March 20th. He has no word from the County with regard to any increase from them. The Auditor has everything he needs, the GASB issue exists again this year, so there will be a review, but no official issue of the Audit until that is settled for 2017. There was discussion of the PNC note and funding for the project.
- Police Report – Captain Rauer reported that the new part-timer is doing well. All officers are qualified with the Attorney General qualification upcoming. There was discussion of which residents were currently at home

MATTERS FOR DISCUSSION

- Borough Hall Remodel Project – A milestone report was received, and the project is right on track to be done by the end of March, except the punch list. Bathroom is going well. Inspections have been okay. Flooring will work out there are no cracks in the cement under the flooring. There was discussion of computer installation, furniture acquisitions and completion of the overall project. There was discussion of cleaning before moving back in. Mayor Kennedy asked for a worksheet giving the total cost off all the above mentioned elements. There was discussion of outside communications testing such as Comcast. There was discussion of the paneling not being touched and the discussion with eh contractor that it will be fine. There was discussion of desk configuration, credenza and a coat rack.

FLOOR OPEN TO THE PUBLIC – Mayor Kennedy opened the floor to the Public for comments or questions. Hearing none, he closed the meeting to the public.

ANNOUNCEMENTS – The next Borough Meeting of the Governing Body of the Borough of Pine Valley will be held on Monday, March 20, 2017, 9 am.

ADJOURNMENT - There being no further discussion or official action, the motion to adjourn by Mayor Kennedy was seconded by Commissioner Kennedy at 9:16 am, with all in favor, none opposed and no abstentions.

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk