

**MINUTES**  
**FORD CITY BOROUGH COUNCIL**  
**REGULAR MEETING**  
**Location: Latin American Club**  
**MAY 24, 2021**

**CALL TO ORDER**

Council President Fenyes called the meeting to order at 6:30 p.m. and advised the audience that the meeting for Monday, June 14, 2021 will be audio taped by Ford City Borough and Lisa Bittner. Caroline Hassa is audio and video taping. Vicki Schaub is audio taping the meeting.

**PLEDGE OF ALLEGIANCE**

Council President Fenyes led everyone in reciting the Pledge of Allegiance.

**ROLL CALL**

Beth Bowser, Mary Alice Bryant, Carol Fenyes, Tyson Klukan and Vicki Schaub were present. Josh Adams and Mayor Cogley were absent.

**ATTENDANCE**

Police Chief Scott Haslett and Borough Secretary Lisa Bittner were also present.

**EXECUTIVE SESSION**

An Executive Session was held on Monday, May 3, 2021 to discuss personnel and real property.

**CITIZENS COMMENTS - AT THIS TIME AGENDA ITEMS ONLY**

There were no Citizen Comments at this time.

Council President Fenyes called the meeting to order at 6:32 p.m. and advised the audience that the meeting for Monday, May 24, 2021 will be audio taped by Ford City Borough and Lisa Bittner. Nick Vercilla – Leader-Times and Vicki Schaub are audio taping the meeting.

**PLEDGE OF ALLEGIANCE**

Council President Fenyes led everyone in reciting the Pledge of Allegiance.

**ROLL CALL**

Beth Bowser, Mary Alice Bryant, Carol Fenyes, Tyson Klukan, Vicki Schaub and Mayor Cogley were present. Josh Adams was absent.

**ATTENDANCE**

Police Chief Scott Haslett and Borough Secretary Lisa Bittner were also present. Solicitor Golfieri joined the meeting by phone

**EXECUTIVE SESSION**

An Executive Session was held on Monday, May 17, 2021 to discuss personnel and real property.

**CITIZENS COMMENTS - AT THIS TIME AGENDA ITEMS ONLY**

There were no Citizen Comments at this time.

**OLD BUSINESS**

Approved 6-14-2021

COOPERATION AGREEMENT – COUNTY OF ARMSTRONG & FORD CITY BOROUGH  
2019CDBG PROGRAM ADMINISTRATION

Schaub made a motion to approve and authorize appropriate Borough officials to execute and Cooperations Agreement with Armstrong County related to CDBG funds for a waterline valve replacement project, subject to the Agreement being a form acceptable to the Borough Solicitor. Seconded by Bowser. Motion Carried. 5-0 Unanimous (Attachment)

CIVIL SERVICE – UPDATE

Council President Fenyes stated Council has received the updated information. Fenyes ask Vice Chairman Ford City Borough Civil Service – Adam Cogley to provide the update.

Cogley explained they are compiling a list of names of former law enforcement personnel to assist with the verbal interviews. The testing records must be kept on file for one (1) year. Their task is to come up with a way to test qualified candidates and to insure that it is done fairly. Cogley stated the cost of a polygraph test would not be cost effective for the Borough to require.

Fenyes added the next meeting of the Ford City Civil Service Committee is 6-22-2021. It is a public meeting.

PAVING – 2020 & 2021

Vice President Klukan explained he spoke with Courtney Shields – Shields Asphalt Paving about two spots where the GeoTech Fabric is visible. Shields has agreed to return to complete patch repairs on these two spots. Russell Standard is the sub contractor for Shields and will be completing the tar & chip work on the Hilltop and Dogwood Alley.

John Claybaugh, P. E. – Stiffler McGraw explained they completed a walkthrough with the Public Works Director Kevin Nelson. The paving conditions on Dogwood Alley will be difficult for traditional paving. There are some drainage issues on the 1300 Block of Dogwood. If Shields is willing to hold their price, complete a change order to remove the 1300 Block of Dogwood from the project to allow for further investigation of Stormwater improvements that are necessary there. Claybaugh stated most [paving] jobs get bid in March & April. After that the bidder pool is limited. Klukan added the 1300 Block of Dogwood was not included in the original scope of work.

Klukan made a motion to approve and authorize appropriate Borough officials to execute a Second Amendment to Proposal and Contract with Sheild Asphalt Paving, Inc. in order to extend the deadline for completion of work and imposition of liquidated damages set forth in the First Amendment to Proposal and Contract dated December 3, 2020 until August 31, 2021 and September 6, 2021 respectively. (Attachment)  
Seconded by Schaub. Motion Carried. 5-0 Unanimous

Schaub made a motion to authorize and advertise the bid for 9<sup>th</sup> Street to 11<sup>th</sup> Street of Dogwood Alley for the Paving of 9<sup>th</sup> Street to 11<sup>th</sup> Street of Dogwood Alley and any other such actions as necessary to affectuate the same. Seconded by Bowser. [No Public Comments at this time.]  
Motion Carried. 5-0 Unanimous

Solicitor Golfieri explained for small projects Stiffler McGraw could work under their retainer.

FOOD TRUCK EVENTS

Approved 6-14-2021

A very long discussion took place concerning non-profits being required to pay a fee to participate in the Food Truck Events. Also, just anyone being able to set up a table at the Food Truck Events. There was a concern the Food Truck Event could turn into a Flea Market. Council President reminded everyone the Borough has been providing Borough Services, mowing grass, electric, garbage removal, restrooms, during this event since it began. Also, the various vendors have been attending this event, not just Food Trucks. Fenyes stated the Finance Committee discussed the fees being charged at their recent meeting. If a Food Truck obtains a permit for one day the cost is \$25.00. For the Friday Food Truck event the cost is \$50.00. Vice President Klukan disagreed with the prices being charged. Klukan stated at the Food Truck Event there should only be food sold. Fenyes advised other vendors have been participating since the event began four years ago. Schaub stated this was brought up about non-profits being able to set up a table to sell food and being charged the same fee as a Food Truck. Mayor Cogley was in agreement with Klukan, everything there should be food. Klukan reminded everyone the Peer Consultant who is currently reviewing the fees being charged could look at this too. The Council President will make contact with the Peer Consultant.

Julie Totos – FCRCP asked if the fees should still be paid? Council President Fenyes answered yes, the Food Truck fees are already in place for 2021. Totos asked if a T-Shirt vendor would have to pay. Fenyes explained a fee is not required to be paid this year. Totos disagreed. Fenyes stated the fees are contained in the adopted Fee Schedule for 2021. Fenyes asked if the FCRCP charges Food Trucks that attend their events. Totos stated they pay something, but she doesn't know the amount. Totos stated they have a different fee for non-profit groups and for profit groups. That is why they are asking for a special rate for non-profits that attend the Food Truck Events. Fenyes reminded everyone any changes to the Fee Schedule must be done by Resolution. Bowser agreed with Klukan, it is a Food Truck Event not a festival. Klukan and Schaub are in agreement to adjust the fees for non-profits participating in the Food Truck Event. Vendors selling non-food items must be informed they can no longer participate in the Food Truck events after the 6-4-2021 event.

Solicitor Golfieri reminded everyone the fee charged in Pennsylvania is commensurate with the services provided. Fees are to compensate for services provided. How is the impact any different for one vendor over another? Council is asked to forward comments to the Council President and they will be discussed at the next Finance Meeting.

#### TRASH DAYS

Vice President Klukan stated there are Trash Days held on July and October. Tuesday, Wednesday, & Thursday will be the days with Evening hours. The information will be available with the mailing of the CCR report. A short discussion took place. Solicitor Golfieri will review Ordinance #676. The discussion continued on how to regulate the amount of trash being dropped off and how to verify they are a resident.

#### ENGINEERING SERVICE AGREEMENT – MAPPING SERVICES

John Clabuagh, P.E. – Stiffler McGraw explained the proposal for aerial mapping that would be available to use for infrastructure projects. The flight, photography and topographic maps the Borough would retain all the copy rights at a cost of \$23,000. There still will be a need to meet project specific parameters that do require a physical surveyor to be on site. The 5<sup>th</sup> Avenue & 17<sup>th</sup> Street Project has been viewed as administratively complete and is in line for consideration. A decision will be made on 7-21-2021 if the funding will be approved. The Dogwood Paving Project was previously discussed. The humidity concern at the WTP was discussed with

Approved 6-14-2021

Borough operational staff. If this is something Council wants to pursue, Mechanical Engineers will be dispatched to review the WTP. There was a site visit last week for a Storm Sewer Pumping Station [8<sup>th</sup> Street]. This is a shared facility with the Sanitary Sewer Authority [FCBMSDA]. Keeping open lines of communication with the Sewer Authority is critical so that projects don't negatively impact the other one accidentally.

Claybaugh stated the next deadline for an application for WIFTA funds is 8-4-2021. If this is something Council wants to pursue, it would have to move forward rapidly.

#### ATTENDANCE

Councilwoman Schaub steps out of the meeting.

Joel Romagna, P.E.- Stiffler McGraw distributed a map and preliminary cost estimates for two water lines replacement projects. The first is the BC3 project area in the amount of \$2.5M. The second project area is \$1.35M.

Claybaugh explained two different funding streams would be blended for the \$2.5M project. WIFTA for potential replacement of the older cast iron lines and a surface restoration grant – MTF.

#### ATTENDANCE

Councilwoman Schaub returns to the meeting.

Claybaugh stated if they leave today with a consensus of Council for specific project areas. An Engineering Services Agreement must be generated in the same form as the last contract. That could be considered at the next Council meeting. Claybaugh stated H2O grants are not available at this time.

The discussion continues regarding the proposed projects.

Claybaugh asked for direction from Council for which project to work on for submission.

Klukan advised Peoples Gas has a project ready for 7<sup>th</sup> Street to 9<sup>th</sup> Street on 4<sup>th</sup> Avenue. There are no water lines on that stretch. There are water lines on the cross Streets.

Claybaugh confirmed drop off the red, keep 7<sup>th</sup> to 9<sup>th</sup> on 4<sup>th</sup> Avenue and the BC3 project area.

Claybaugh will provide the information for the BC3 area using MTF & WFITA funding sources and prepare an ESA for review by the Borough Solicitor prior to the 6-14-2021 Council Meeting.

Klukan made a motion to approve and authorize proper Borough officials to execute the Short Form of Agreement Between Owner and Engineer for Professional Services with Stiffler McGraw & Associates, Inc. related to aerial mapping to be used for future underground infrastructure and utility projects. Seconded by Bryant. (Attachment)  
Motion Carried. 5-0 Unanimous

#### EMPLOYEE HANDBOOK – UPDATE

Council President Fenyes stated they are continuing to work on it and should be ready soon.

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#### PLANNING COMMISSION - PARKING ORDINANCES

Kristen Angehr – Ford City Planning Commission explained they were tasked with reviewing all the parking ordinances. A written survey was conducted. The Planning Commission believes there are sufficient parking options and spaces to accommodate the number of cars requiring parking. The Business Owners in both metered and two hour parking areas have requested more police enforcement. The Planning Commission is recommending an increase in the parking ticket price. An increase from \$5 to \$20 for #1 the Overparked Parking Meter.

Angehr stated they have not reviewed the Permit Parking Area [3<sup>rd</sup> Avenue] or reviewed the metered parking areas. (Attachment)

#### FOURTH OF JULY FIRE WORKS

A short discussion took place about concerns about signing an agreement with the Fireworks Company and being held responsible for the payment if the funds were not raised by the Ford City Area Business Association.

Schaub made a motion to table. Seconded by Bowser. Motion Carried. 5-0 Unanimous

#### NEW PHONE SYSTEM

Council President Fenyes explained the Finance Committee is recommending the proposal submitted by Comcast for a Voice Over IP for a monthly cost of \$784. The Windstream monthly cost is \$1149.

Klukan made a motion to approve the recommendation of the Finance Committee to upgrade the Borough's phone and internet system as proposed by Comcast. Seconded by Bowser. Motion Carried. 5-0 Unanimous

#### PENNDOT – REQUIREMENT FOR EVENTS HELD ON 5<sup>th</sup> AVENUE/STATE ROUTE 128

Council President Fenyes explained there is a new requirement from Penndot for events to be held on their roads (5<sup>th</sup> Avenue/ Rt. 128). The Armstrong Football Boosters have requested permission to hold their annual 5K Race on 7-3-2021. Part of the application to Penndot is a letter from the Municipality to indemnify them if anything goes wrong during an event. Meaning if someone or something gets hurt and a lawsuit is filed, the Municipality will agree to pay for all attorney fees and other costs that Penndot spends to defend the lawsuit. Also, if the court awards a monetary judgement or a settlement is reached the Municipality would be responsible for paying Penndot's portion. A short discussion took place and no action was taken prepare such a letter.

Fenyes explained she has been working with Police Chief Haslett on an alternate 5K route that would not include use of 5<sup>th</sup> Avenue. The new route would include portions of 4<sup>th</sup> Avenue, 6<sup>th</sup> Street, Armstrong Trail, 3<sup>rd</sup> Avenue, and 15<sup>th</sup> Street. Fenyes explained there was a proposal to measure and certify the 5K Course.

The Finance Committee made the recommendation to chose Option #2 for \$275.00.

#### ZONING HEARING BOARD – APPOINTMENT OF MEMBERS

Klukan made a motion to appoint Thomas Ondrusek to the Zoning Hearing Board for a tem to expire on 12-31-2023. Seconded by Schaub. Motion Carried. 5-0 Unanimous

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Klukan made a motion to appoint James Marcinek to the Zoning Hearing Board as an Alternate for a term to expire on 12-31-2022. Seconded by Bryant. Motion Carried. 5-0 Unanimous

Klukan made a motion to appoint John Thompson to the Zoning Hearing Board as an Alternate for a term to expire on 12-31-2023. Seconded by Bowser. Motion Carried. 5-0 Unanimous

#### MEETING ANNOUNCEMENTS

Secretary read from a list of prepared announcements.

#### CITIZEN COMMENTS – OPEN COMMENTS AT THIS TIME

There were no Citizen Comments at this time.

#### NEXT COUNCIL MEETINGS

Monday, June 14, 2021 at 6:30 p.m. at the Latin American Club

Monday, June 28, 2021 at 6:30 p.m. at the Latin American Club

#### COUNCIL/ MAYOR COMMENTS

Schaub asked for contact information for Sally Conklin. Schaub will be contacting her about the Recycling Bins.

#### ADJOURNMENT

Schaub made a motion at 9:17 p.m. to adjourn. Seconded by Klukan.  
Motion Carried. 5-0 Unanimous

Carol Fenyes  
Council President

Lisa Bittner  
Borough Secretary