

**MEETING MINUTES**  
**FORD CITY BOROUGH COUNCIL**  
**REGULAR MEETING**  
**10<sup>th</sup> Street Station**  
**March 25, 2024**

**CALL TO ORDER**

Call the meeting to order at 6:30 PM and advise the audience that the meeting March 25, 2024, is being audio taped by Ford City Borough to be made available for borough councilmembers.

Is anyone else audio or videotaping the meeting?

-Ford City Resident Caroline Hassa was recording audio and video

-Leader Times was recording audio

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: Council President Carol Fenyes, Vice President Richard Chimka, Councilwoman Vicki Schaub, Councilwoman Mary Alice Bryant, Councilwoman Sally Beck, Councilman Tom Ondrusek, Borough Manager Charles Stull, Engineer Joel Romagna and Solicitors Alyssa Golfieri and Anna Hosack.

Absent: Mayor Tim Bureau

**CITIZENS COMMENTS - Agenda Items Only**

-Greg Dinko, Ford City Borough Emergency Management Coordinator, commented on the CBDG Siren Grant and the upcoming repair of the siren. He mentioned scheduling monthly siren tests once the repairs are complete.

-Jeremy Dias, Senator Pitman's office, offered support for Ford City Borough's upcoming water line replacement project.

**EXECUTIVE SESSIONS - None**

**CONSENT AGENDA**

1. Bill List, February 12, 2024
2. Bill List, February 26, 2024
3. Bill List, March 11, 2024
4. Fire Department Report, February 2024
5. Police Report, January 2024
6. Zoning Report, February 2024
7. Treasurer's Report, February 2024
8. Water Report, February 2024
9. Code Enforcement Report, February 2024
10. Meeting Minutes, February 26, 2024

After striking Item 9, the consent agenda was passed.

## ENGINEER'S REPORT

Joel Romagna, Sr. Project Engineer with Stiffler, McGraw & Associates, prepared an Engineer's Report for existing projects within the Ford City Borough,

## BOROUGH MANAGER'S REPORT

Charles Stull, Ford City Borough Manager, has prepared an update regarding recent borough matters as well as his existing projects.

## ACTION ITEMS

### **February 2024 Code Enforcement Report**

Vice President Richard Chinka made the motion to approve the February 2024 Code Enforcement Report submitted by Chris Yanoff, Ford City Borough Code Enforcement Officer. Councilwoman Sally Beck seconds the motion.

No comments

Motion carried: 6-0

### **1. Approving 2022 DCED Audit and Authorizing Execution of Management Representation Letter**

Councilwoman Vicki Schaub made the motion to approve the 2022 DCED Municipal Annual Audit and Financial Report prepared by Myers, Patsy & Associates, LLC, and authorize Borough Council President to execute the ancillary Management Representation Letter dated February 27, 2024. Councilwoman Mary Alice Bryant seconds the motion.

No comments

Motion carried: 6-0

### **2. Appointing Myers, Patsy & Associates, LLC to conduct the 2023 DCED Audit and Single Audit**

Councilwoman Vicki Schaub made the motion to appoint Myers, Patsy & Associates, LLC to conduct the 2023 DCED Audit and Single Audit and authorize appropriate Borough officials to take any and all necessary action to effectuate the same. Councilwoman Mary Alice Bryant seconds the motion.

Council comments: Councilwoman Vicki Schaub asked if it was possible for Myers, Patsy & Associates to work on this sooner in order to completed in a timelier manner.

Motion carried: 6-0

### **3. Resolution 8-2024: Citizen Complaint Policy**

Councilman Tom Ondrusek made the motion to adopt Resolution 8-2024 establishing a policy for properly addressing complaints submitted by citizens of the borough and adopting an updated citizen complaint form. Councilwoman Sally Beck seconds the motion.

Council comments: Councilwoman Vicki Schaub feels that council should see the form before voting on the policy.

Motion carried: 5-1 with Councilwoman Vicki Schaub opposing.

**9. Armstrong County Uniform Construction Code Group Appeal's Board Designee Appointment – Charles Stull**

Vice President Richard Chimka made the motion to appoint Charles Stull as the Appeal's Board designee for the Armstrong County Uniform Construction Code Group. Councilwoman Mary Alice Bryant seconds the motion.

Council comments: Vicki Schaub asked Charles Stull if this would be a conflict with any of the other municipalities that he is involved in.

Motion carried: 6-0

**10. Adopting Job Descriptions for Borough Personnel**

Councilwoman Sally Beck made the motion to adopt job descriptions for Public Works Director, Street Worker, Certified Water Operator, Borough Secretary, Assistant Borough Secretary, Office Administrator, Code Enforcement Officer, and Zoning Officer as prepared by the Borough Manager and recommended by the Personnel Committee. Vice President Richard Chimka seconds the motion.

Council comments: Councilwoman Vicki Schaub asked Charles Stull if he had a chance to follow up on her request about a confidentiality policy for office personnel.

Motion carried: 6-0

**11. Assistant Zoning Officer – Charles Stull**

Councilwoman Vicki Schaub made the motion to appoint Charles Stull as the Ford City Borough Assistant Zoning Officer. Vice President Richard Chimka seconds the motion.

Council comments: Councilwoman Vicki Schaub questioned the need for an Assistant Zoning Officer.

Motion carried: 6-0

**12. Federal Signal Safety and Security Systems – CDBG Emergency Siren Project**

Councilwoman Vicki Schaub made the motion to approve Quote Number FWS032024FOR provided by Federal Signal Safety and Security Systems in the amount of \$5,374.30 for the purchase and installation of necessary materials for the siren repair, with \$4,392 to be reimbursed by Armstrong County CDBG, and authorize appropriate Borough officials to take any and all necessary action to effectuate the same. Councilwoman Sally Beck seconds the motion.

No comments

Motion carried: 6-0

**13. Tech Direct Services LLC**

Councilwoman Vicki Schaub made the motion to approve Estimate #2284 provided by Tech Direct Services LLC in the amount of \$11,470.00 for initial labor costs, up to \$10,000.00 for recommended computer/network upgrades, and retain Tech Direct Services LLC for all future Ford City Borough technology needs at a rate of \$125.00 an hour, and authorize appropriate Borough officials to take any and all necessary action to effectuate the same. Councilwoman Mary Alice Bryant seconds the motion

No comments  
Motion carried: 6-0

DISCUSSION ITEMS

-Hometown Hero banners in Ford City Park

Richard Wakefield, representative of Ford City Area Business and Professional Association, came seeking approval for the FCABPA to utilize the poles in the park to hang a special veteran banner displaying the names of Ford City residents who were KIA. With the exception of Councilwoman Schaub, Council felt that this would be a nice use of the poles and requested more details on the specifics of the banner.

MEETING ANNOUNCEMENTS

Assistant Secretary Abby Nimerosky announced that Spring Street Sweeping would begin on April 4<sup>th</sup> and take place every Thursday for the next six weeks, alternating between avenues and side streets.

CITIZENS COMMENTS - Open Comments

NEXT COUNCIL MEETING

-Town Hall Meeting, March 25, 2024 at 10<sup>th</sup> St Station immediately following Council Meeting  
-Regular Meeting, April 22, 2024, 6:30 PM at the BC3 Armstrong Campus

ADJOURNMENT – 7:26 PM

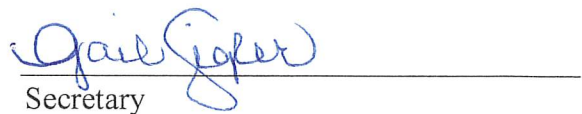
Councilwoman Vicki Schaub made the motion for adjournment. Councilman Tom Ondrusek seconds the motion.

No comments  
Motion carried: 6-0

AUTHORIZING MINUTES

  
Assistant Secretary

  
Council President

  
Secretary