

**KOPPEL BOROUGH COUNCIL MEETING
AGENDA – Tuesday, September 20, 2022
6 PM – Koppel Fire Company Hall**

Call Meeting to Order
Opening Prayer
Pledge of Allegiance
Approval of Minutes from August 16, 2022 Meeting
Borough Bills from the General Fund
Borough Bills for the Fire Dept.
Zoning Officer Report
Police Dept. Report
Fire Dept./Emergency Coordinator Report
Maintenance Report
Engineer Report
Solicitor Report
Mayor Report
Committee Reports

Guests

Those residents who desire to address council during the meeting and the business topic is not listed on the Meeting Agenda must contact the Borough Office 24 hours prior to the meeting so that the topic can be added to the Agenda. Your comments during the meeting should be limited to 5 minutes.

New Business

- Appoint to Council position vacated by Eugene Docchio
 - Appointee will Chair Parks & Recreation, serve on Public Works (Highway), Community Relations Planning & Development
- Motion to approve \$284 for Koppel Borough's fire truck repair
- Halloween, movie night, parade

Motion to Adjourn

General Administration:**Barbara Gioffre – Chair, All of Council**

The General Administration Committee shall oversee and provide guidance to the Borough President, his/her activities and functions, and personnel of the Borough of Koppel. The Committee shall have oversight in the operations of the Borough office and including hiring all part-time, full-time and seasonal employees. The Koppel Borough President shall conduct the first-round interview and shall narrow the list of eligible candidates to the Committee. The Committee shall conduct final interviews and make formal recommendations to Borough Council for appointment.

Budget & Finance:**Carrie Clerici – Chair, Jeffrey Dengler, Tom Sobona**

The Committee shall provide oversight and guidance for the preparation, presentation, revisions and completion of the annual budget estimate of revenues and expenditures for each ensuing year and for compliance with mandatory submission to the Department of Community and Economic Development in accordance with procedures established by the Borough Code of the Commonwealth of Pennsylvania. This Committee shall also recommend the rate of tax or taxes required to be levied to meet the proposed expenditures and shall hear all appeals from taxes levied where jurisdiction is not otherwise assigned by statute and make appropriate recommendation to Council. The Committee shall also schedule Special Council Meetings and Workshops to present and amend the proposed budget to Borough Council, in conjunction with the Borough Manager and Department Managers. This Committee shall also review all bills on the bill list submitted to Council for approval and have oversight of spending in compliance with budgeted categories.

Public Safety**Jeff Dengler – Chair, Frank Pisano, Carrie Clerici**

This Committee shall provide oversight and guidance of all fire apparatus, Emergency care, Police, and other equipment placed in charge of said Committee by proper action of Council, owned by the Borough as well as advisory supervision of all such apparatus owned by the respective fire companies operating within the Borough, as well as the ambulance service and Police department and supervision of operations. This Committee shall work in cooperation with the Mayor of the Borough and shall not contravene the legal authority of the Mayor, as said authority over the police department, is delegated in the Borough Code. The Public Safety Committee shall provide oversight and guidance over the personnel in the Fire department (EMC), and the Police department. This Committee shall have further oversight in interviewing and recommending for appointment members of the following commissions, boards, and authorities such as an Emergency Disaster Board. This Committee shall act as the liaison between Borough Council and the Emergency Disaster Board.

Public Works (Highway Maintenance/Water & Sewer):**Frank Pisano – Chair, (New appointee), Chuck Bevington**

The Public Works Committee shall have the responsibility for oversight of the (PA American Water) water service, municipal sewer system, and the roads and highways, as set forth more specifically in the following paragraphs.

Highways:

- (i) The Committee shall provide oversight and guidance for the opening, construction, grading, paving of all streets, alleys, pavements, curbs, gutter, and street crossings, the construction and repairing of all bridges, sewers and culverts and the regulation of all water courses, storm water detention or retention facilities. The said Committee shall, in conjunction with the Borough Engineer, have prepared all plans and specifications for any of the aforesaid work, as may be required, and furnish Council with estimates of the cost thereof. Any such construction or work shall not be undertaken unless and until it is approved by the Borough Council in accordance with the appropriate provisions of the Borough Code.

- (ii) The Committee shall further have responsibility for the Borough garages, grounds use for storage of highway supplies, and all equipment purchased for highway use.

PA American Water – to oversee operations of

- Water Service: The Committee shall provide oversight and guidance of the municipal water works and the entire water system, which extends to the care and maintenance of such apparatus and when needed, provide for visitations/inspections of apparatus, fire plugs, and other outlets, and a determination of the condition to report to council that reasonable repair and service is being made and provided.
- Sewers: The Committee shall provide oversight and guidance of the municipal sewer system, which extends to the care and maintenance of sewer systems and, when needed of, visitations/inspections for determination of the condition to report to council that reasonable repair and service is being made and provided.

Buildings: The Committee shall provide oversight and guidance to direct the Public Works Department to make any and all repairs to Borough-owned and non-Borough owned buildings and properties as identified by the General Administration Committee and by Borough staff. The Committee shall provide oversight and guidance to the responsibility of day-to-day maintenance of all Borough-owned structures and properties.

The Public Works Committee shall provide oversight and guidance to the President of Council over all personnel in the Maintenance (Public Works Department) of the Borough of Koppel. And shall have further oversight in conducting initial interviews for the position of Maintenance Manager and Assistant. The Committee shall refer the narrowed list to be interviewed by the entire Borough Council.

Parks & Recreation

(New Appointee) – Chair, Tom Sabona, Frank Pisano

This Committee shall provide oversight and guidance to the responsibility of all grounds and buildings used for public recreational purposes and shall require all apparatus and recreational facilities of whatever character to be used, managed and maintained in accordance with the requirements of public safety and recreation. The Borough recreation program shall be under the jurisdiction of this Committee and shall also coordinate other recreational programs, such as Potter Baseball etc. having use of the Borough facilities. This Committee shall also provide oversight and guidance of all concession stand operations. This Committee shall have further oversight in recommending for appointment members should a recreational commission be created. This Committee shall act as the liaison between Borough Council and that commission.

Health, Sanitation, & Codes:

Chuck Bevington – Chair, Carrie Clerici, Jeffrey Dengler

The Health Sanitation, and Codes Enforcement Committee shall provide oversight and guidance over solid waste collection in the Borough (i.e. Garbage Collection/Leaf Collection). This Committee shall also provide oversight and guidance over all curbside pick-up and yard waste site. All liaisons between the Borough Council and the Board of Health shall be handled by this Committee. This Committee shall provide oversight and guidance of the operations of the Codes Enforcement and Zoning Department and shall provide guidance to the Zoning Officer in matters needing Council attention, including but not limited to identifying and remedying derelict properties, property maintenance, fire inspector, recommendations to Borough Council for Zoning and Planning Ordinance amendments, and other matters relating to the department. This Committee shall have further oversight in interviewing and recommending for appointment members of the following commissions, boards, and authorities: Building Board of Appeals, Planning Commission, and the Zoning Hearing Board. This Committee shall act as the liaison between Borough Council and the commissions, boards, and authorities listed above.

This Committee shall have further oversight in conducting initial interviews and narrowing the list of eligible candidates for the position of Codes Enforcement/Zoning Officer, Fire Inspector, and Weed/Snow Enforcement Officer. The Committee shall refer the narrowed list to be interviewed by the entire Borough Council.

Community Relations, Planning & Development:

Tom Sabona – Chair, Chuck Bevington, (New Appointee)

The Community Relations, Planning, and Development Committee shall have as its general purpose the development of policies and proposals concerning the preservation and improvement of the vitality and quality of life of the Borough of Koppel. The Committee shall be responsible for developing and maintaining relationships between the Borough and the business community, non-profit organizations, school organizations, and any other entities affecting the Borough. Interfacing with the Koppel Planning Commission, the Committee will be responsible for the creation and implementation of long-range planning for the community as a whole. The Committee shall also serve as the Council liaison to review plans referred by the Koppel Planning Commission as well as those from neighboring communities, in accordance with the Comprehensive Plan. The Committee shall work with the Borough president, department heads, and representatives from the community in order to prioritize special projects and grants, reporting to Council those projects which meet its established criteria. The Committee shall also act as a liaison in assisting with recruiting, retaining, and assisting Borough businesses and economic organizations in applying for state and federal funding to assist their business operations. The Committee shall periodically meet with economic development and business groups throughout the Borough of Koppel, as well as members of the Koppel Planning Commission, to review the Comprehensive Plan of the Borough of Koppel and to plan for future development of the Borough. The Committee shall assist and oversee grants applications and grant management for development projects, including but not limited to tree grants, CDBG grants, 3rd party grants, façade grants, streetscape grants, and other development grants. The Committee shall oversee and serve as the Borough Council liaison for events including but not limited to Flag Day, Memorial Day Parade, Halloween Parade, races, and any events on Borough properties. The Committee shall work with department heads and businesses, and shall serve as the Council liaison for municipal development projects as well as large construction and development projects in the community.