

**ELLWOOD CITY BOROUGH COUNCIL  
REGULAR MEETING – 6:00 P.M. – COUNCIL CHAMBERS  
January 16, 2024**

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**AGENDA/MOTION SHEET**

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**I. OPENING EXERCISES:**

- A) Call to Order
- B) Roll Call
- C) Invocation – Sean Brubaker, Calvin Presbyterian Church
- D) Pledge of Allegiance
- E) Visitors
- F) Communications

**II. APPROVAL OF MINUTES:**

Special Meeting 12/1/23, Regular Meeting 12/18/23

A motion would be in order to approve the Minutes of the Special Meeting held 12/1/23 and the Regular Meeting held 12/18/23, as submitted.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**III. APPROVAL OF VOUCHERS:**

Pre-Paid Voucher List 1/8/24 and List of Vouchers to be Paid dated 1/11/24

A motion would be in order to approve the Pre-Paid Voucher List dated 1/8/24, in the amount of \$1,050,938.03, and the List of Vouchers to be Paid dated 1/11/24, in the amount of \$336,822.09.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**IV. DEPARTMENTAL REPORTS:**

A motion would be in order to approve the Departmental Reports, as submitted.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**V. BID OPENINGS**

**VI. ORDINANCES**

**VII. RESOLUTIONS**

**VIII. APPOINTMENTS/RESIGNATIONS**

1. Resignation – James Johnson (Civil Service Commission)

A motion would be in order to accept the resignation of James Johnson from the Civil Service Commission, effective immediately.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

2. Advertise Vacancy – Civil Service Commission  
A motion would be in order to advertise the vacancy on the Civil Service Commission for a term that expires 12/31/27.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**IX. COMMITTEES OF COUNCIL**

**Finance: (Williams, Celli, Lamenza)**

1. Donation – Lawrence Co. Tourist Promotion Agency, \$100  
A motion would be in order to approve the donation in the amount of \$100 to the Lawrence Co. Tourist Promotion Agency. This amount will be paid from the General Fund.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

2. Donation – EC Area Historical Society, \$2500  
A motion would be in order to approve the donation in the amount of \$2500 to the EC Area Historical Society. This amount will be paid from the General Fund.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

3. 2024 IRS Mileage Reimbursement Rate – 67 cents per mile  
A motion would be in order to adopt the 2024 IRS Mileage Reimbursement Rate of 67 cents per mile.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. 2024 Monthly Transfer - \$120,833.33 to General Fund from Electric Fund  
A motion would be in order to approve the 2024 monthly transfer in the amount of \$120,833.33 to the General Fund from the Electric Fund.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

5. Transfer - \$45,896 to Electric Capital Reserve from Electric Fund  
The Electric Usage Sold in 2023 was 45,895,606 kwh. Borough Ordinance #2211, Section 38: **Purchase Power Adjustment** states that one mill (.001) per kilowatt hour is charged for the purpose of capital improvements. Therefore, a motion would be in order to transfer \$45,896 to the Electric Capital Reserve Fund from the Electric Fund. This entry shall be reflected on the books for 2023.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Health/Public Safety: (Cragle, Lamenza, Ovia)**

1. Approve Payment - \$5446.36 (Purchase of AEDs)

A motion would be in order to approve the payment in the amount of \$5,446.36 to Emergency Medical Products for the purchase of five (5) AEDs for the Police Department. This amount will be paid from the General Fund (Police Grant).

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Public Works: (Celli, Barry, Williams)**

1. Approve Quote - \$17,160.40 (Check valve at swimming pool)

A motion would be in order to approve the quote in the amount of \$17,160.40 (Costar pricing) from Process Pump & Seal for the purchase of a check valve at the swimming pool. This amount will be paid from the General Fund.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

2. Authorize Purchase – Waste Cans for Lawrence Avenue (\$12,400.61)

A motion would be in order to authorize the purchase of 35 steel waste cans for Lawrence Avenue from WebstaurantStore.com in the amount of \$12,400.61. This amount will be paid from the Recycling Fund.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Utilities: (Williams, Celli, Johnson)**

**Parks/Recreation: (Barry, Cragle, Williams)**

1. ECABF – Field Request

A motion would be in order to approve the request by the ECABF to use the Rosanna Park field March 18 – October 31, Mon-Fri from 4-10pm, Sat/Sun 7a– 10pm

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

2. Field Request – EC Recreational Fastpitch Softball

A motion would be in order to approve the request by the EC Recreational Fastpitch Softball to use Merit Book from April 1 – December 31, M-F, 4-9pm.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

3. Fishers of Men

A motion would be in order to approve the request by the Fishers of Men to use the Community Plaza for community outreach on June 8 at 5pm

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. Wine & Bourbon Walk

A motion would be in order to approve the request to hold a Wine & Bourbon Walk on May 11 from 12-4pm along Lawrence Avenue from 4<sup>th</sup> – 8<sup>th</sup> Street. It is also requested to utilize the gravel lot in the 500 block of Lawrence Avenue to park food trucks during the event.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Administration/Personnel: (Lamenza, Cragle, Ovia)**

1. Employment (Ratify) – Bookkeeper (Julie McKoen)

A motion would be in order to ratify the employment of Julie McKoen as Bookkeeper in the Clerical Department, contingent upon the successful completion of all background checks. The rate of pay is \$21.21/hour (85% of full rate of \$24.95). Her first day of employment was January 8, 2024.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

2. Employment – Patrolman (Scott Hedland)

A motion would be in order to authorize the employment of Scott Hedland as Patrolman, contingent upon the successful completion of all background checks. The rate of pay is \$25.03/hour (66% of full rate of \$37.93).

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

3. Employment Agreement – Borough Manager (Kevin Swogger)

A motion would be in order to approve the two-year Employment Agreement for the Borough Manager (Kevin Swogger), as submitted.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. Promotion – Rhiannon Schnell Clerk I to Clerk II

A motion would be in order to authorize the promotion of Rhiannon Schnell from Clerk I to Clerk II, retroactive to 1/1/24. Her rate of pay will increase from \$20.66/hour to \$21.99/hour (full rate).

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

5. Pay Increase – Jessica Argiro, Administrative Assistant

A motion would be in order to authorize the pay increase of Jessica Argiro, Administrative Assistant from \$23.12/hour to \$25.69/hour (full rate), effective 1/23/24.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

6. Accept Proposals – Borough Engineer

A motion would be in order to accept proposals from engineering firms to provide engineering services to the Borough.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

7. Diane Daubenspeck – Additional Clerical Support Services

A motion would be in order to approve utilizing Diane Daubenspeck for additional clerical support services on a limited, as needed, basis for \$100.00 per hour (not to exceed an additional \$5,000).

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

8. Promotion – Brian Seaburn Laborer III to Laborer II

A motion would be in order to authorize the promotion of Brian Seaburn from Laborer III to Laborer II, retroactive to 1/4/24. His rate of pay will increase from \$27.96/hour to \$28.27/hour (full rate).

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Community Development/Buildings: (Ovial, Cragle, Johnson)**

1. Exclusion from Beaver County CDBG Program

A motion would be in order to exclude the Borough from the Beaver County Community Development Block Grant Entitlement Program and continue to receive funds from the PA Department of Community and Economic Development as an entitlement community under Act 179.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Blight: (Johnson, Barry, Ovial)**

**Technology: (Cragle, Williams, Lamenza)**

**X. UNFINISHED BUSINESS**

**XI. NEW BUSINESS**

1. Field Request – EC Girls’ Softball

A motion would be in order to approve the request by the EC Girls Softball to use the girls’ softball field at Stiefel Park from March 1 – October 31, M-F, 3-10pm and Sat/Sun 10am – 7:30pm, and the corner of the multipurpose field March 1 – October 31, M-F, 3-9pm and Sat/Sun 10am – 7pm.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

2. EC Farmers’ Market

A motion would be in order to approve the request by the Ellwood City Farmers’ Market to use the Beaver Avenue parking lot, stage and comfort station Saturdays from June 1 – October 5 from 8:00am – noon (actual event time is 9:30am – 11:30am).

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

3. Accept Bids – Roadway Replacement Project (Madison Avenue)

A motion would be in order to advertise bids on a roadway replacement project specifically Madison Avenue from March Street to Wampum Avenue.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. Resolution – Execution of the 2023 NPP Power Pool Participant Schedule

A motion would be in order to adopt a Resolution, as submitted, authorizing the execution of the 2023 NPP Power Pool Participant Schedule with American Municipal Power, Inc. (AMP).

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

5. Approve Payment – PA Chief of Police Assn (Livescan/CPIN Maintenance Fee)

A motion would be in order to approve the payment in the amount of \$7,012.00 to the PA Chiefs of Police Assn. for Livescan and CPIN maintenance fees for 2024. This amount will be paid from the General Fund.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

6. EC Area Chamber – Easter Egg Hunt

A motion would be in order to approve the request by the EC Area Chamber of Commerce to use Ewing Park and the swimming pool parking lot for the annual Easter Egg Hunt on March 30 from 11-4pm. This request is also asking for permission to invite food trucks to the event and paying the appropriate fee to the Borough.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

7. EC Area Chamber of Commerce - Wander Ellwood

A motion would be in order to approve the request by the EC Area Chamber of Commerce to hold the “Wander Ellwood” event on June 12, July 10, and August 14 from 5-9pm, and September 11 from 5-8pm. It is also requested to approve suspending Part 10, Chapter 1066, subsection 1066.03 (a) of the Codified Ordinance Book pertaining to the prohibition of alcohol. This suspension only applies to participants of the “Wander Ellwood” event. Event insurance shall be purchased, naming the Borough of Ellwood City as an additional named insured. All necessary State and County permits shall be in place for this event.

Moved by:\_\_\_\_\_ Seconded by:\_\_\_\_\_

8. Employment - Jonathan Gardner (Part-Time Firefighter)

A motion would be in order to authorize the employment of Jonathan Gardner as part-time firefighter at the rate of \$18.00/hour.

Moved by:\_\_\_\_\_ Seconded by:\_\_\_\_\_

**XII. MAYOR’S REPORT**

**XIII. MANAGER’S REPORT**

**XIV. ANNOUNCEMENTS**

Borough residents may drop off live Christmas trees (decorations removed) at Stiefel Park now through January 31

Picnic shelter reservations will begin on the fourth Monday in **February** (Feb. 26) for Borough residents and beginning on the fourth Monday in **March** (Mar. 25) for non-Borough residents

**XV. ADJOURNMENT**