

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

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**MINUTES**

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**CALL TO ORDER**

President Brad Oviai called the meeting to order.

**ROLL CALL**

Present: Mr. Barry, Mr. Celli, Mr. Cragle, Mr. Johnson, Ms. Lamenza, Ms. Williams, and Mr. Oviai

Also Present: Borough Manager Kevin Swogger, Mayor Anthony Court and Solicitor Ed Leymarie (via phone)

**INVOCATION** – Sean Brubaker, Calvin Presbyterian Church

**PLEDGE OF ALLEGIANCE**

**VISITORS**

1. Jeff Krosovic, 307 Entrance Drive – Re: Contracts/Wages/Dates of Hire

**COMMUNICATIONS**

**APPROVAL OF MINUTES:**

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

A motion was made by Mr. Barry, seconded by Mr. Cragle, to approve the Minutes of the Special Meeting held 12/1/23 and the Regular Meeting held 12/18/23, as submitted. Voice vote; all in favor. Motion carried.

**APPROVAL OF VOUCHERS:**

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

A motion was made by Mr. Celli, seconded by Ms. Lamenza, 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. All in favor with Ms. Williams abstaining from voting on check numbers #61505 (Aetna – Retiree Solutions) and #61546 (Aetna) on the Pre-Paid Voucher List. Motion carried.

**DEPARTMENTAL REPORTS:**

A motion was made by Mr. Johnson, seconded by Mr. Celli, to approve the Departmental Reports, as submitted. Voice vote; all in favor. Motion carried.

**BID OPENINGS**

**ORDINANCES**

**RESOLUTIONS**

**APPOINTMENTS/RESIGNATIONS**

1. Resignation – James Johnson (Civil Service Commission)  
A motion was made by Ms. Williams, seconded by Mr. Cragle, to accept the resignation of James Johnson from the Civil Service Commission, effective immediately. Voice vote; all in favor. Motion carried.
2. Advertise Vacancy – Civil Service Commission  
A motion was made by Mr. Barry, seconded by Mr. Johnson, to advertise the vacancy on the Civil Service Commission for a term that expires 12/31/27. Voice vote; all in favor. Motion carried.

**COMMITTEES OF COUNCIL**

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

1. **Donation – Lawrence Co. Tourist Promotion Agency, \$100**  
A motion was made by Mr. Celli, seconded by Ms. Lamenza, 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. Roll call vote; all in favor. Motion carried.
2. **Donation – EC Area Historical Society, \$2500**  
A motion was made by Mr. Barry, seconded by Mr. Cragle, to approve the donation in the amount of \$2500 to the EC Area Historical Society. This amount will be paid from the General Fund. Roll call vote; all in favor. Motion carried.
3. **2024 IRS Mileage Reimbursement Rate – 67 cents per mile**  
A motion was made by Mr. Celli, seconded by Ms. Williams, to adopt the 2024 IRS Mileage Reimbursement Rate of 67 cents per mile. Roll call vote; all in favor. Motion carried.
4. **2024 Monthly Transfer - \$120,833.33 to General Fund from Electric Fund**  
A motion was made by Mr. Barry, seconded by Mr. Johnson, to approve the 2024 monthly transfer in the amount of \$120,833.33 to the General Fund from the Electric Fund. Roll call vote; all in favor. Motion carried.
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 was made by Mr. Celli, seconded by Mr. Johnson, to transfer \$45,896 to the Electric Capital Reserve Fund from the Electric Fund. This entry shall be reflected on the books for 2023. Roll call vote; all in favor. Motion carried.

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

1. **Approve Payment - \$5446.36 (Purchase of AEDs)**  
A motion was made by Ms. Lamenza, seconded by Mr. Cragle, 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). Roll call vote; all in favor. Motion carried.

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

1. **Approve Quote - \$17,160.40 (Check valve at swimming pool)**  
A motion was made by Mr. Celli, seconded by Mr. Barry, 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. Roll call vote; all in favor. Motion carried.
2. **Authorize Purchase – Waste Cans for Lawrence Avenue (\$12,400.61)**  
A motion was made by Mr. Cragle, seconded by Mr. Johnson, 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. Roll call vote; all in favor. Motion carried.

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

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

1. **ECABF – Field Request**  
A motion was made by Mr. Celli, seconded by Mr. Barry, 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. Voice vote; all in favor. Motion carried.

2. Field Request – EC Recreational Fastpitch Softball  
A motion was made by Mr. Barry, seconded by Mr. Cragle, to approve the request by the EC Recreational Fastpitch Softball to use Merit Book from April 1 – December 31, M-F, 4-9pm. Voice vote; all in favor. Motion carried.
3. Fishers of Men  
A motion was made by Mr. Barry, seconded by Mr. Johnson, to approve the request by the Fishers of Men to use the Community Plaza for community outreach on June 8 at 5pm. Voice vote; all in favor. Motion carried.
4. Wine & Bourbon Walk  
A motion was made by Mr. Barry, seconded by Ms. Williams, 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. Voice vote; all in favor. Motion carried.

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

1. Employment (Ratify) – Bookkeeper (Julie McKoen)  
A motion was made by Ms. Lamenza, seconded by Ms. Williams, 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. Roll call vote; all in favor. Motion carried.
2. Employment – Patrolman (Scott Hedland)  
A motion was made by Mr. Cragle, seconded by Mr. Johnson, 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). Roll call vote; all in favor. Motion carried.
3. Employment Agreement – Borough Manager (Kevin Swogger)  
A motion was made by Mr. Cragle, seconded by Mr. Barry, to approve the two-year Employment Agreement for the Borough Manager (Kevin Swogger), as submitted. Voice vote; all in favor. Motion carried.
4. Promotion – Rhiannon Schnell Clerk I to Clerk II  
A motion was made by Mr. Cragle, seconded by Ms. Lamenza, 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). Roll call vote; all in favor. Motion carried.
5. Pay Increase – Jessica Argiro, Administrative Assistant  
A motion was made by Mr. Barry, seconded by Mr. Celli, to authorize the pay increase of Jessica Argiro, Administrative Assistant from \$23.12/hour to \$25.69/hour (full rate), effective 1/23/24. Roll call vote. All in favor, except Ms. Williams. Motion carried, 6-1.
6. Accept Proposals – Borough Engineer  
A motion was made by Mr. Barry, seconded by Mr. Cragle, to accept proposals from engineering firms to provide engineering services to the Borough. Voice vote; all in favor. Motion carried.
7. Diane Daubenspeck – Additional Clerical Support Services  
A motion was made by Mr. Celli, seconded by Ms. Lamenza, 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). Roll call vote; all in favor. Motion carried.

8. Promotion – Brian Seaburn Laborer III to Laborer II  
A motion was made by Mr. Celli, seconded by Mr. Johnson, 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). Roll call vote; all in favor. Motion carried.

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

1. Exclusion from Beaver County CDBG Program  
A motion was made by Mr. Barry, seconded by Mr. Cragle, 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. Voice vote; all in favor. Motion carried.

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

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. Field Request – EC Girls’ Softball  
A motion was made by Mr. Cragle, seconded by Ms. Lamenza, 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. Voice vote; all in favor. Motion carried.
2. EC Farmers’ Market  
A motion was made by Mr. Celli, seconded by Mr. Cragle, 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. Voice vote; all in favor. Motion carried.
3. Accept Bids – Roadway Replacement Project (Madison Avenue)  
A motion was made by Mr. Celli, seconded by Ms. Lamenza, to advertise bids on a roadway replacement project specifically Madison Avenue from March Street to Wampum Avenue. Voice vote; all in favor. Motion carried.
4. Resolution – Execution of the 2023 NPP Power Pool Participant Schedule  
A motion was made by Mr. Barry, seconded by Mr. Celli, to adopt a Resolution, as submitted, authorizing the execution of the 2023 NPP Power Pool Participant Schedule with American Municipal Power, Inc. (AMP). Roll call vote; all in favor. Motion carried.
5. Approve Payment – PA Chief of Police Assn (Livescan/CPIN Maintenance Fee)  
A motion was made by Mr. Celli, seconded by Ms. Lamenza, 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. Roll call vote; all in favor. Motion carried.
6. EC Area Chamber – Easter Egg Hunt  
A motion was made by Mr. Cragle, seconded by Ms. Williams, 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. Voice vote; all in favor. Motion carried.

7. EC Area Chamber of Commerce - Wander Ellwood  
A motion was made by Mr. Barry, seconded by Mr. Cragle, 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. Voice vote; all in favor. Motion carried.
  
8. Employment - Jonathan Gardner (Part-Time Firefighter)  
A motion was made by Mr. Cragle, seconded by Ms. Lamenza, to authorize the employment of Jonathan Gardner as part-time firefighter at the rate of \$18.00/hour. Roll call vote; all in favor. Motion carried.

#### **MAYOR’S REPORT**

#### **MANAGER’S REPORT**

#### **VISITORS**

1. Jeff Krosovic, 307 Entrance Dr – RE: Contracts/Wages/Dates of Hire

#### **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

#### **ADJOURNMENT**

There being no further business, the meeting adjourned on a motion by Mr. Celli, seconded by Mr. Barry. Voice vote; all in favor. Motion carried.

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Linda M. List  
Borough Secretary