

**APPROVED**

**Borough of Harrisville Pennsylvania Council Meeting Minutes**

**August 12 2024**

**7:00 p.m.**

Borough Hall, 117 S. Main St., Harrisville, Pennsylvania

MEMBERS PRESENT:

April Anschutz  
Dan Anschutz, Mayor  
Kathy Bray, President  
Dave Evans  
Mary Ann Hughes, President Pro-tem  
John McFadden, Vice-President  
Gary Wray

STAFF PRESENT:

Doug Cook, Borough Clerk

Council President Bray called the meeting to order at 7.10 p.m.

The Pledge of Allegiance was recited.

At time of Roll Call, all members were present.

Under comments from the public on Items on the Agenda, Sylvia Wray spoke.

With regard to the agenda:

MOTION: A. Anschutz

SECOND: Wray

To approve the agenda as presented with the additions of: (a) Create an Executive Committee; and (b) hire of a maintenance person at \$15/hour; both under agenda item #10 – Council President’s Report.

VOTE: Aye – Bray, A. Anschutz, Hughes, McFadden, Wray, and Evans

Nay – none

Not voting – D. Anschutz

MOTION CARRIED 6-0

With regard to the July 8, 2024 Meeting Minutes:

MOTION: Evans

SECOND: McFadden

To approve the July 8, 2024 Meeting Minutes as presented.

VOTE: Aye – Hughes, A. Anschutz, McFadden, Evans, Wray, and Bray

Nay – none

Not voting – D. Anschutz

MOTION CARRIED 6-0

With regard to the July 2024 bills:

MOTION: McFadden

SECOND: Evans

To approve the July 2024 bills.

VOTE: Aye – Wray, Hughes, A. Anschutz, McFadden, Evans, and Bray

Nay – none

Not voting – D. Anschutz

MOTION CARRIED 6-0

Susan Cyphert presented the McGill Power and Bell report.

Zac Sansom presented the EADS report dated August 12, 2024; it is attached to and a part of these Minutes.

OLD BUSINESS:

- Change of Council meeting dates:  
MOTION: Evans  
SECOND: Anschutz  
To set Council regular meeting dates as the second Wednesday of each month beginning 2025.  
VOTE: Aye – Wray, Hughes, A. Anschutz, Evans, and Bray  
Nay – McFadden  
Not voting – D. Anschutz  
MOTION CARRIED 5-1

It was noted the January 2025 meeting date must be the first Monday; which would be January 6, 2025 and is the organizational meeting.

- Tabled - Disposition plan for old traffic light and intersection control panel / box stored in Police garage
- Tabled – Employee Handbook
- Tabled – Credit Card Policy

COUNCIL PRESIDENT REPORT:

- The Borough has passed the UCC (Uniform Construction Code) Accessibility Audit (letter dated 08.05.24 is attached to these Minutes).
- Solicitor is drafting a letter to the Presiding County Judge regarding the vacant Council seat and Juanita Joseph's and Carolyn Steglich's interest in filling the vacancy.
- Hiring of a third maintenance employee:  
MOTION: Evans  
SECOND: Anschutz  
To hire a third maintenance employee at a starting wage of \$15/hour.  
VOTE: Aye – Wray, Hughes, A. Anschutz, Evans, Bray, and McFadden  
Nay – None  
Not voting – D. Anschutz  
MOTION CARRIED 6-0
- Harrisville Borough Employer/Employee code of conduct as prepared by the Solicitor was presented:  
MOTION: Anschutz  
SECOND: Evans  
To adopt the Solicitor prepared Harrisville Borough Employer/Employee Code of Conduct, Resolution # 08-12-2024.  
Aye – Wray, Hughes, A. Anschutz, Evans, Bray, and McFadden  
Nay – None  
Not voting – D. Anschutz  
MOTION CARRIED 6-0

Disposition of Northwest Bank check of \$99,948.20 (sewer account):

MOTION: Evans

SECOND: McFadden

To invest these funds at First National Bank at an approximate 5% interest paying CD for less than 12 months.

VOTE: Aye – Wray, Hughes, A. Anschutz, Evans, Bray, and McFadden

Nay – None

Not voting – D. Anschutz

MOTION CARRIED 6-0

- An Executive Committee was appointed consisting of: Mayor Dan Anschutz, Council President Kathy Bray, and Council members Mary Ann Hughes and April Anschutz.

MAYOR'S REPORT, POLICE DEPARTMENT REPORT, and MAYOR COMMENTS:

- Mayor D. Anschutz stated that Police Chief Jeff Hollidge submitted a letter of resignation on 08.05.24 to be effective 08.16.24 (letter of resignation attached to these Minutes).

MOTION: Evans

SECOND: McFadden

To accept Police Chief Jeff Hollidge's resignation and re-assign him as a regular officer effective 08.16.2024 at a pay rate of \$20/hour; and to advertise for a Chief of Police position (\$24.50/hour) and Regular Officer position.

VOTE: Aye – Wray, Hughes, A. Anschutz, Evans, Bray, and McFadden

Nay – None

Not voting – D. Anschutz

MOTION CARRIED 6-0

- Work is underway to appoint Doug Dick, Superior Ambulance, as the Borough's Emergency Management Coordinator.
- July Police Report presented (attached to these Minutes)

CORRESPONDENCE:

- Clerk Cook read a card (attached to these Minutes) from Butler Mayor Bob Dandoy regarding the passing of Mayor Gary Hughes.

BOROUGH DEPARTMENTS:

Streets, Sanitation and Maintenance:

- No action on Sheetz credit card
- McFadden presented the maintenance report (hours worked on sewer, highway, general and after-hours)

- Sewer line repairs and bid:

MOTION: Anschutz

SECOND: McFadden

To begin the process of advertising for bids, working with Zac at EADS Group for the sewer line repairs, (estimated cost of \$100,000 to repair/replace/upgrade 14 taps and 2 "dips)."

VOTE: Aye – Wray, Hughes, A. Anschutz, Evans, Bray, and McFadden

Nay – None  
Not voting – D. Anschutz

MOTION CARRIED 6-0

- Member Evans stated a low-mileage, one-owner 2002 Ford F-150 pick-up truck was available for purchase at Joe King Auto. He recommended the Borough purchase it with sewer funds to be used by the Maintenance Department.

MOTION: Anschutz

SECOND: Wray

To approve purchase of a 2002 Ford F-150 pick-up truck for use by the Maintenance Department with sewer funds at an approximate cost of \$7,000.

VOTE: Aye – Wray, A. Anschutz, Evans, Bray, and McFadden

Nay – Hughes

Not voting – D. Anschutz

MOTION CARRIED 5-1

- Dry hydrant connection:

MOTION: Anschutz

SECOND: McFadden

To approve a road cut across Wick Avenue at the Maintenance property for a dry hydrant connection to the ponds across Wick Avenue, provided written approval is obtained by the property owner .

VOTE: Aye – Wray, A. Anschutz, Evans, Bray, McFadden, and Hughes

Nay – None

Not voting – D. Anschutz

MOTION CARRIED 6-0

- Free white goods dumpster – no report

Clerk:

- Cook advised that Jordan Tax Service has brought in approximately \$17,513 in delinquent sewer payments to the Borough (January- \$1353, February- \$7224, March -\$5078, April -\$2136, May - \$1123, June - \$599).

- Snowbird Rate document:

MOTION: Anschutz

SECOND: Evans

To have the draft Snowbird Rate document sent to the Solicitor for review with possible adoption at the next meeting.

VOTE: Aye – Wray, A. Anschutz, Evans, Bray, McFadden, and Hughes

Nay – None

Not voting – D. Anschutz

MOTION CARRIED 6-0

COMMITTEES:

Ordinance: all Ordinances will be on the website in time

Budget: meetings to be held in late August / early September

Park:

- No action at this time on the Legion Field and Park bandstand

Harrisville Borough Council Minutes  
August 12, 2024

- Cracked toilet:  
MOTION: Anschutz  
SECOND: Evans  
To accept the bid from General Residential Services of \$875 for the materials and labor to replace the wall mount toilet and sink faucet at the Park.  
VOTE: Aye – Wray, A. Anschutz, Evans, Bray, McFadden, and Hughes  
Nay – None  
Not voting – D. Anschutz MOTION CARRIED 6-0
- The volleyball net, donated by the Hughes family, is damaged and not usable.
- Tony Baker’s volunteer help with trees in the Park is to be limited to stump grinding only as he is not bonded or insured.

Grants: No report

Special Events: Wreaths Across America process is on-going.

Under comments from the public on Items not on the Agenda, Doug Dick spoke.

President Bray noted an Executive Session was held prior to this meeting at 6.00 p.m. to discuss personnel issues.

**ADJOURNMENT:**

The meeting was adjourned at 8.55 p.m.

\_\_\_\_\_  
Kathy Bray, Council President

\_\_\_\_\_  
Douglas E. Cook, Borough Clerk