

HARMONY BOROUGH COUNCIL MEETING February 3, 2015

COUNCIL MEMBERS PRESENT: Phyllis Metz, Frank Luek, Dave Szakelyhidi, Greg Such, Jarod Stewart, Don Sims, Jason Sarver, and Mayor Cathy Rape.

OTHERS PRESENT:

Harmony Borough
Council Meeting
Feb. 3, 2015

~~Susan Altman~~
~~Frank Luek~~
~~Greg Such~~
John Rice
Don Sims
GREG SUCH
Jim Miller
Barb Byundine
Tom Mahler
ALLEN BAYER
Harold Shaw
FRANK GRANNOH
Phyllis Metz
Jarod Stewart
Jarod Stewart
John Puch
Josh Meeder
JOE GENCO
Cathy Rape
JASON SARVER

February 3, 2015

CALL TO ORDER:

A quorum was reached and President, Greg Such called the Council Meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE:

MINUTES:

In a motion made by Don Sims and seconded by Frank Luek, the Harmony Borough Council unanimously approved the January 6, 2015 minutes as presented.

SOLICITOR'S REPORT:

Solicitor Matt reported on the Tax Rate Ordinance, it has been advertised and is ready for adoption. This needs to be done every year to establish the tax rate in the Borough; it remains the same. In a motion made by Frank Luek and seconded by Don Sims, the Harmony Borough Council unanimously approved the 2015 Tax Rate Ordinance.

Matt also reported that the No Parking on the West Side of Monroe Street from Jackson to Mercer Street Ordinance has been advertised and is ready for discussion and adoption. A motion was made by Frank Luek and seconded by Don Sims to approve the No Parking on the West Side of Monroe Street from Jackson to Mercer Street Ordinance. Dave Szakelyhidi commented if the box truck was a main concern, the company took all vehicles away from employees, the box truck won't be there anymore, if that makes a difference. Greg Such reported that he received some calls from residents at 344 Monroe Street; the house is owned by Barb McCormick Schmitt. Barb's son, Mike Springer also called and stated he wouldn't have parking if this ordinance passed. Mayor Rape commented that the Ordinance is from Jackson to Mercer. Greg Such commented that the residents (Barb Schmitt and Mike Springer) won't be affected by the Ordinance. Motion carried.

Solicitor Matt requested an executive session to discuss a personnel issue.

BOARD REPORTS:

COG:

Greg Such had nothing to report.

HARB:

Dave Szakelyhidi reported that HARB approved and recommended a Certificate of Appropriateness for the Tempest garage located at 634 Wood Street; wheat color, OSB horizontal siding, chocolate garage door, brown color soffit, fascia, gutters and downspouts, and a brown metal roof to match the log cabin. In a motion made by Dave Szakelyhidi and seconded by Phyllis Metz, the Harmony Borough Council unanimously approved the Certificate of Appropriateness for the Tempest garage.

BOARD REPORTS:

Water Authority:

Dave Szakelyhidi reported the Water Plant upgrades are finished, and the consent order is fulfilled with DEP. During the rebuilding of 1st filter Harmony used Zelianople's water twice.

BOARD REPORTS:

Water Authority Cont.:

Dave received a letter from Chad Garland from Zelenople Borough; the letter was read to Council which in short stated, Zelenople Borough Council agreed to waive the costs for the water used during the filter rehabilitation at the Harmony Borough Water Treatment Facility (letter attached).

Parks Board:

Susie Altemus reported that the Silvester won gold and the Polar Plunge won silver for the Best Winter Event from the Cranberry Eagle. Both events were profitable, the Silvester made about \$5,000 and the Polar Plunge made about \$2,000 thanks to Cath (for her fundraising challenge); the Zelenople and Harmony Fire Departments will be getting about \$500.00 each for their contributions. Susie thanked everyone who helped with the Silvester and Polar Plunge, Streets, Chief Miller, Josh (Meeder) who has a video out on You Tube and the Harmony Parks Board Facebook page, Cath (Rape), Greg (Such), Jason (Sarver) everyone who pitched in, they were great community events. Susie also reported that we need to have better traffic control, better communication with Jackson Township on Evergreen Mill Road. There was no one at the other end; there were trucks and cars going up and down it during the race; recommended closing the street next year during the race, if possible.

The Parks Board is applying for a grant on Wood Street, for electric and some landscaping. They have a proposal from Dilts and a landscaper. Susie would like to propose no parking at the Wood Street Park, would hate to take away any of the Park if they don't have to; worst case scenario one handicap spot. Susie met with HBA Coordinator she stated Josh is having more weddings, she's going to try to market Wood Street for weddings. Claire Shamey said they could use her property for parking during special events. There is a dead tree on the corner of Wood Street, will be including it in the bid, the Boro maybe cutting some trees, if they could cut the dead one, it may be more cost effective. Tess, former coworkers and coworkers of Joan's (Szakelyhidi) from Butler Health Systems contacted Susie; they are purchasing a bench, like the one on the walking trail, to be placed at the Canoe Launch in memory of Holly.

Planning Commission:

Frank Luek reported there wasn't a meeting.

Western Butler County Authority:

Harold Herr had nothing to report.

Shared Services:

Greg Such had nothing to report.

Dave Szakelyhidi reported that we are out of salt. Frank (Grannon) touched base with Zelig, we borrowed salt from them and will need to pay them back; luckily we had shared services. Wade reported that salt has been ordered, he was on the phone 3 different days trying to find where it is.

Historic Harmony:

John Ruch reported on the Civil War in Pennsylvania Exhibit, several hundred people attended; it closed on Sunday. Thanks to a historian reenactor representing the 101st PA Infantry, he increased the Museum's knowledge and understanding of local people who served in the Civil War, probably tripled the number of names they knew about. It was a very successful event.

The Harmoniefest dinner will be February 14th, they will have Civil War era music with a narrative to lyrics of 1860's; and will be recognizing about 200 volunteers.

Fire Company Consolidation:

Frank Luek reported at Monday night's meeting Harmony and Zelienople Fire Departments voted to merge. They are working to form committees by their February meeting; their new name is Harmony Fire District, Station 22.

Zelie Pool Study Presentation:

Barb Brizendine, Zelienople Parks & Pool Committee, gave a presentation to Council on the Zelienople pool. A Feasibility Study was done; the study determined that it would be best to replace the existing pool. Zelienople Council voted to accept the Feasibility Study. The Pool Committee plans to request one million dollars in grant money from DCNR. The green space around the pool, the renovations to the bathhouse to be ADA approved, a pavilion, walking trail, sunbathing space all handicap accessible would cost about \$400,000. There is a project in the works to repair flood mitigation on the creek that runs through the park; not sure if that will go into the grant writing or not, Zelie is estimating it to be around \$75,000. They are hoping to fund 1/3 or 1/2 of the pool itself with grant monies. The timeline to put a shovel in the ground is late 2016 or 2017. The grant application will be submitted in April 2015, they should know in November how much they would get, and re-apply for another grant in 2016. Once grant money is awarded, they will have four years to spend it. The plan is to get the basic pool in the ground and plumb it for all the bells and whistles, fountains, the water features you see in the drawings and try to get sponsorships for the water features. They also discussed a naming right for the pool. Mayor Rape asked if the pool would be in the same location, the new pool will be inside the existing fence, it is DEP approved and is estimated to be a 6 month project. With the grant writing process, the Pool Committee is asking Council to write a letter stating the community is in support of the pool.

In a motion made by Frank Luek and seconded by Don Sims, the Harmony Borough Council unanimously approved the draft of such letter and the Council President to sign the letter. Greg Such asked Barb (Brizendine) to have Ben send him the form.

Police Report:

Submitted

Greg Such commented on the swift reach regarding sidewalks, it was a good idea but he and Mayor Rape didn't know who issued it. Greg suggested sending the Borough office an email before a swift reach goes out. Chief Miller commented that sometimes they are sent after hours. It was recommended to call Mayor Rape if it is after office hours.

Office:

Amy Brown had nothing to report.

Greg Such reported that the accounting system is still being migrated, hopefully Friday it will be finished. The project got a little bit out of control, it's a lesson in how to manage something remotely. Phyllis Metz inquired if it cost the Borough more money. Greg responded that it cost the Water Authority more money, they paid to renew the license and agreement with RA Services to get January's water bills out.

Borough Supervisor:

Wade reported the big issue is salt, we're out. Working with COG they have a 5-7 day delivery time, it was supposed to be delivered Monday (yesterday) and they haven't received it yet. Jarod Stewart inquired how many ton they use through town. Frank Grannon responded 3-4 ton to skimp on it, 6 ton hitting it good. Wade also reported he has 100 ton ordered (50 ton that was to be delivered yesterday, and another 50 on order). Wade commented that he spoke to Mark in Zelig, they get their salt through Costars, they order it one day and usually get it the next day. Wade reported that he already filled out the paperwork to use Costars next year, and use COG for back up. Wade also reported that they've been taking care of the streets, sidewalks and lights.

Zoning & Code Enforcement:

Allen Bayer's report attached.

Allen reported that he would like to send his report via email starting with the February Report. Jarod Stewart inquired on the process on snow removal violations. Allen responded that he gets calls, and he also drives around. Typically he's looking for the people who haven't done a thing after a couple of snow falls. From the process standpoint, two violations are sent, a third violation is sent from Solicitor Matt, and the 4th is the Magistrate. Greg Such reported that the snow removal ordinance allows 24 hour turn around by residents, Greg inquired if that is too short or too long. Jarod Stewart and Allen Bayer commented that they both feel it is reasonable. Solicitor Matt commented it is standard. Mayor Rape inquired if it would be okay to have the sidewalk shoveled just a shovel width. A complaint she received was that the snow freezes on the sidewalk and it is hard to get off. Allen stated that if the sidewalks have ice and it's hard to get ice off, he checks to make sure the sidewalks are salted. Jason Sarver commented that on Beaver Street, parallel to the Park, in between the road and sidewalk, that area is slimmer than most and the plow truck is throwing snow onto the sidewalk, it then freezes and is causing tripping. It was recommended that the plow truck go slower in that area, perhaps it wouldn't throw the snow on the sidewalk. Frank Grannon responded that when the snow is piled up he has to get it over or it will come right back on the street behind the truck. He feels bad for the residents but there's not much he can do.

OLD BUSINESS:

Personnel:

Jason Sarver reported that the Personnel Committee is looking at the employee manual and asked Council to review it and identify any areas of concern.

OLD BUSINESS:

Finance:

Jarod Stewart reported that there was about \$100,000.00 left from 2014. There is some big projects this year, Wood Street. Jarod stated the consensus is to be cautious of the spending. The accounting software has been upgraded, that will wipe out the office budget for the year so there will be overages there. The retirement/pension plan will be discussed in executive session.

Streets:

Frank Luek reported that they had a brief meeting, Jarod was not available to attend, and the committee wasn't sure what finances were available to spend. They discuss the Wood Street Project, options and what was needed to get started. Don Sims commented that they have drawings. Frank Luek also reported the guys were there talking about the LED street lights. There is one at the corner of Mercer and Liberty Streets and in the borough parking lot.

Dave Szakelyhidi reported that the Hanover fixtures we have now are not available anymore, Hanover was bought out by the Phillips, they have a very similar fixture to what we have. If a light gets damaged by a truck, Frank and Wade have to retro fit it to repair the light. First Energy is offering a rebate to go to LED lights. The rebate is 7cents per kilowatt. Dave commented that the savings would be in the man power spent repairing the lights we have now more than the electricity. Frank Grannon commented that the socket and bulb for the smaller one is \$180.00 and the larger one is \$225. Don Sims suggested getting a price for next month's council meeting on fixtures and bulbs. Mayor Rape commented on how clear the light is. Dave Szakelyhidi responded that with the LED lights you don't get the sky scatter like you do with high pressure sodium ones. Greg Such inquired about the poles for the lights, Dave Szakelyhidi responded that the poles stay. Wade and Frank commented that they can still be ordered.

Public Safety:

Phyllis Metz reported that the Safety Committee discussed using barn stones for blocking cars from going down onto the tracks in the lot behind the visitors' cabin. Phyllis asked John Ruch about barn stones, he stated they have barn stone behind the barn. Phyllis inquired if he would want to part with them; John replied they could probably be persuaded since they came from the Borough in the first place.

Facilities:

Dave Szakelyhidi commented that it was already covered. Jason Sarver reported that he received bids for the hallway floor. To sand and polyurethane - \$900.00 To sand, replace problem area (appx. 3') and polyurethane - \$1200.00 and to replace all and polyurethane \$2500.00 John Rice commented that it can't be sanded. John also commented that Lumber Liquidators has unbelievable prices from time to time on prefinished wood. It could be removed and put back down.

OLD BUSINESS:

Business Development:

Greg Such reported that he and Cathy Rape met with HBA and asked what they could do to work better together.

HBA had for request:

- 1) Insurance coverage so that merchant related events could be covered.
- 2) Business development support, interpreted as grants.
- 3) More communication, Greg and Cath thought to improve that they would invite a HBA member to the Business Development Committee meeting.

4) Sign in the triangle, HBA accepted the drawings. Josh Meeder reported that Dennis McCurdy could not be here. Josh thanked Cathy Rape for leading this project, for all the work she's put into it. Josh reported that Dennis (McCurdy) and Cathy walked the triangle to determine the v-shaped sign set more in the middle of the island and 60' from the right-of-way would provide clear visibility from both directions. The words and arrows have been enlarged. It would be an easily readable sign that covers business, history, recreation and governmental opportunities. Pat Boylan has committed to help remove and relocate the existing marker, discussed by the visitors' cabin or by the barn, or somewhere else appropriate. HBA approved the project and will seek membership contributions the initial commitment of at least \$1000, Dennis is committing up to \$500 of that. Dennis is asking to continue the project to move forward with approval and concept by the Borough, making sure they can get some sort of agreement of how if there will be any funding from the Borough, financial commitment of sorts, grant writing cooperation and the exiting trees to stay, the canopy will be raised. Greg Such commented that we do not need Planning Commission involvement, it is not in the Historical District, HARB approval is not required; we will need approval from McCrackin to have the sign placed in that spot. Dennis believes he has that permission. The Borough owns the property; however, McCrackin leases the property so their permission is needed. Greg Such stated what we're asking for at this time is support for the project, no sign will be ordered until funding is available; and what amount of money would council feel to support that sign. Greg will work with HBA to apply for a Tourism Grant. Cathy has proven to be a good fundraiser. Greg inquired if the Borough was willing to contribute. Don Sims commented that he would like to see some taxes come in, and get closer to know on our roadways, if they can cut anymore costs. Don inquired what the deadline was for the pricing/support for this sign. Cath Rape responded that the quote was good for 30 days, which is already passed. She would hope in the next couple of months we could decide. Cath commented that Dennis originally requested 20% from the Borough. Jarod Stewart commented that he feels there will be money but would also like to wait to get a better grasp on what money needs to be spent. Mayor Rape asked for a commitment from the Borough that it will be a Borough sign and that she can go out and fundraise saying it is a Borough sign for the community and businesses. Don Sims inquired how much money is the Mayor was talking, 20% is that \$2,000. Mayor Rape responded yes or less. Don Sims commented that is

doable. John Ruch commented that getting the sign in sooner is better than later, HBA members would like to see the sign in by summer. Laura Ebbert inquired where the money should go from fundraising, should it go to HBA or the Borough. John Ruch commented that if it is a Borough sign then it should be billed to the Borough. Don Sims asked Mayor Rape when she was going to quit fundraising, he stated he was looking for a date, then Cath could come to Council and say, this is what we raised and we need \$2500 (example).

In a motion made by Phyllis Metz and seconded by Frank Luek the Harmony Borough Council unanimously approved to support the Harmony Borough sign.

Greg Such also reported that the Harmony Inn is trying to get a sign on I-79.

Grants:

Greg Such reported that there are a number of grants released right now. The Reno Grant due 2/19, Susie talked about that which involves electricity, landscaping and dead tree removal. The Butler County Planning Commission Block Grant due 3/31. The PA DCNR Grant due 4/16. Greg looked into the Planning Commission Block Grant and the PA DCNR Grant for the paving of Wood Street, there is enough governmental oversight/overhead with master plans and everything else that we would break even doing it ourselves or using grant monies; they will not pursue those grants for paving. And the Butler County Tourism Grant due 3/15 at 4 pm which HBA and the Borough will try to use for the sign as a joint grant. Greg also requested assistance and got help on what is required for the cost of the grants from Revitalization Writing Services. They are looking into another one for the Square and the Main Street beautification restoration, it is too early on yet, late summer or next year's, that project came in more expensive from a planning perspective.

PUBLIC COMMENT:

John Rice commented that since Council is more computer literate maybe they could start sending letters to the head of Penn Dot to fix the guardrails on Rt. 68, the whole hill is going down over the edge; the sign has already gone over the hill. Wade Ion commented that they had Penn Dot down here about three years ago to look at it. Greg inquired if Dick Knapko could help with this; Wade responded that Jeff Harvand is in charge of Rt. 68. Don Sims suggested contacting our State Representative. John Ruch commented that Representative Marshall has an office 1 day a week in Zelienople, at the Tourism Bureau Office. Senator Vogel may be interested as well. It is a valid safety concern. Don Sims will contact Representative Marshall. A comment was made about restricting traffic to replace the guardrail at the same time as the Rt. 19 bridge.

Laura Ebbert commented that Rt. 19 will not be shut down, they are rebuilding a road around the existing bridge, and there will a continuous flow of traffic to the right of her sign. Mayor Rape inquired if that is why the trees were cut on the hillside and inquired where the hillside is going. Laura Ebbert commented that it was going in the hole on the side where the little dam is. Mayor Rape commented that it is flood plain.

NEW BUSINESS:

Training and Conferences:

Greg Such reported there is a PSAB Insurance webinar tomorrow at noon.

Personnel:

Greg Such had nothing new to report.

Finances:

Jarod Stewart commented on getting QuickBooks installed on Friday and get Amy up and running.

Streets:

Frank Luek reported that he and Mayor Rape were talking about the parking tickets in the Square, inquired if the Borough should change the 2 hour parking on Main Street to No Overnight Parking. Mayor Rape commented that people go to the Harmony Inn for dinner on Friday or Saturday night and park in the Square because it's packed everywhere with parking, do we really want people to be getting tickets when they're spending money in town. Jason Sarver inquired how many of the 10 parking tickets were in the Square. Chief Miller will research it; he also commented if the Borough changes the parking we would need to change the ordinance. Mayor Rape stated even if none of the 10 tickets this month were from the Square, do we want this happening in the future. Don Sims commented that there has been some creative parking within the Borough, he knows of a couple tickets handed out because of creative parking on Wood Street.

Public Safety:

Phyllis Metz reported that the Safety Plan for the Shamrock Shuffle has been submitted; they still need to submit the certificate of insurance. In a motion made by Dave Szakelyhidi and seconded by Phyllis Metz, the Harmony Borough Council unanimously approved the Shamrock Shuffle contingent upon the receipt of the Certificate of Insurance.

Mayor Rape inquired if there was any way to be notified ahead of time of veterans returning home. An email was sent out the day of the return asking residents to go out to show their support, Mayor stated she didn't get home to see the email until after the fact. Chief Miller commented that the Police are not notified of the time until that day.

Greg Such reported there are four non-Borough events scheduled. The Shamrock Shuffle on March 14th, Hop for Hope on April 4th, the Firecracker 5K on July 4th. Phyllis Metz report that Event Forms have been submitted for the Hop for Hope which is a senior project, and the Firecracker 5K; they need to review the information. Greg Such report that the 4th event is the Grace Church Mosaic Race, Jarod Stewart reported that they contacted him today; they would like to have the race on September 7th, Labor Day at 9:00 am. Greg inquired if anyone had any concerns about them having a race on Labor Day.

NEW BUSINESS CONT.:

Public Safety Cont.:

Don Sims reported on the Garbage Container Ordinance change. Don stated we have an existing Storage of Solid Waste, Trash and Garbage Ordinance, like other ordinances it gets what it wants done but unfortunately there's a lot of other areas that were not the problem impacted. He would like to add/amend the ordinance with part six. (vi) Garbage container can be stored at front or side of domicile if meeting the following criteria:

- a) Container is located 30-foot setback from any curb(s)
- b) Container has two (2) operational wheels for the purpose of conveyance.
- c) Container is completely enclosed covered container or receptacle with rigid sides, designed for such purpose, which covers shall, at all times, close flush with the top of the container or receptacle.
- d) Container maximum exterior dimensions are:
 - 1) 33" depth
 - 2) 47" height
 - 3) 27" width

Dave Szakelyhidi inquired about the apartment building next to the basketball court, there are 3 apartments, there is no property on either side of the building, the only way to not be in violation is to store the garbage cans around back, but to get it out front on pick up day, they would need to go out through the alley and around the borough building. Dave asked how to rectify the problem. Frank Luek commented that there is a storage shed under the front porch. Don commented that he is trying to get away from having to store his garbage can inside his garage because of the smell in the summertime. Mayor Rape commented that she thought Don was doing this because of the elderly folks. Her neighbor keeps her garbage can in the back of the house in the summertime, because there isn't a sidewalk around to the back she keeps her garbage can in the front during the winter; she is 30' from the street but without this provision she would be in violation of the ordinance. Josh Meeder commented that he keeps his container on the side of his house but it is not 30' from the street, to be in compliance he would need to store it in the back of his house which would make the garbage container more visible form Mercer Street. Solicitor Matt stated he is in violation of the ordinance now.

In a motion made by Phyllis Metz and seconded by Jarod Stewart, the Harmony Borough Council unanimously approved to have the Solicitor amend the ordinance and advertise it.

Facilities:

Dave Szakelyhidi had nothing new to report.

Mayor Rape reported that the new iron bench should be coming in this month, she asked the guys to pick it up. It is the bench that the Haus family bought in memory of Holly Szakelyhidi and it will go on Main Street next to the log cabin.

Business Development:

Greg Such had nothing new to report.

February 3, 2015

NEW BUSINESS CONT.:

Grants:

Greg Such had nothing new to report.

BILLS PAYABLE:

Greg Such reported that the following lists of bills were presented to Harmony Borough Council for approval:

General Bills Payable in the amount of **\$23,055.68**

Bills Already Paid in the amount of **\$6,233.58**

Payroll in the amount of **\$5,168.17**

Fire Tax Bills Already Paid in the amount of **\$8,005.29**

Silvester Bills Payable in the amount of **2,622.89**

Silvester Bills Already Paid in the amount of **\$166.09**

In a motion made by Dave Szakelyhidi and seconded by Frank Luek, the Harmony Borough Council unanimously approved all bills for payment as presented on the lists.

EXECUTIVE SESSION:

Solicitor Matt requested an executive session at 8:45pm to discuss personnel; out of executive session at 9:20 pm.

ADJOURN: 9:20 PM

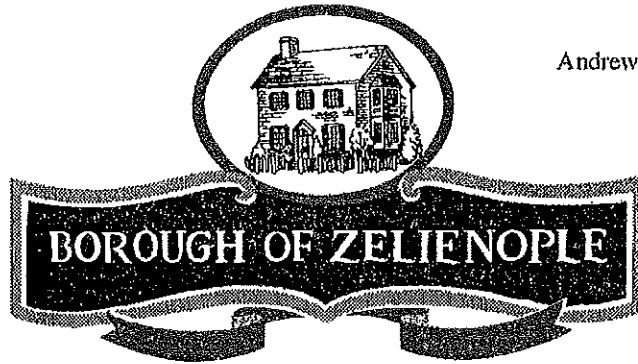
As there was no further business to discuss, the Harmony Borough Council adjourned the February 3, 2015 meeting.

Respectfully Submitted,



Amy Brown
Secretary

Municipal Building
111 West New Castle Street
Zelienople, PA 16063
724-452-6610
724-452-6613 (Fax)
zelieborough@zoominternet.net



Thomas M. Oliverio, Mayor
Allen E. Bayer, Council President
Andrew J. Mathew III, Council Vice-President
Donald C. Pepe, Borough Manager

"Incorporated into a Borough, May 29, 1840"

Mr. Dave Szakelyhidi, Chairman
Harmony Borough Water Authority
P.O. Box 615
217 Mercer Street
Harmony, PA 16037

Monday, January 26, 2015

Dear Dave:

During 2014 while making improvements to the filters at your water treatment facility it was necessary for Harmony Borough to utilize the Division Street interconnect to transfer water from Zelienople Borough water system to the Harmony Borough water system.

Although the meter at the interconnect failed to operate, an agreed upon method to calculate the amount of water transferred to Harmony Borough was used to determine that a total of 167,000 gallons was transferred during the two days that the interconnect was used.

It is noted and appreciated that during the summer of 2007, the Harmony Borough Water Authority provided water to Zelienople Borough in an emergency situation and the cost of the water transferred was waived by the Harmony Borough Water Authority.

In the spirit of cooperation, the Zelienople Borough Council has agreed to waive the costs for the water used during the filter rehabilitation at the Harmony Borough Water Treatment Facility.

The shared efforts by the staff of both Water Departments to keep an adequate potable water supply during critical times is very commendable and encouraged to continue into the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad W. Garland", written over a faint, illegible background.

Chad W. Garland
Borough of Zelienople
Public Works Director

Monthly Activity Report
Harmony Borough Code and Zoning Enforcement and Residential
Multi-Unit Dwellings Fire Inspection

January 2015

1. Stopped by the office a few times each week to pick up mail, sign violations and sign fire inspection invoice.
2. Attended Council and HARB meetings.
3. Created December monthly report.
4. Created Warning Notice for a past due fire inspection.
5. Processed building permit for Post Office sign.
6. Created newsletter article regarding house numbering Ordinance No. 407 enforcement in spring of 2015.
7. Created summary of Building & Code Enforcement and Fire Inspections activity for 2014. (See below)
8. Performed fire inspection at 124 N. Pittsburgh St. Apts. 1 & 2.
9. Created invoice and Certificate of Registration for fire inspection.
10. Inspected sidewalk ice complaint at 725 Spring St. Created violation accordingly.
11. Created and mailed 2016 Fire Inspection Notice for residential multi-unit dwellings noting the requirement for CO Monitors per Ordinance No. 406.
12. Inspected property at 113 N. Charles St. per realtor's request for garage construction.
13. Spoke with Mayor Cathy regarding premises numbering in the Historic District.
14. Spoke with Pat Murray regarding requirement of CO Detectors in Multi-unit dwelling of 2 apartments. Sent email to Matt for clarification.
15. Spoke with resident regarding abandoned vehicle.
16. Cited two (2) abandoned vehicles.

17. Spoke with resident regarding parking issues on Wood St. as related to the Harmony Inn customers. Referred him to Chief Miller and Greg Such.
18. Created three (3) sidewalk snow removal violations.
19. Filing and administrative work.
20. 2014 Violations summary below.

Violation	Occurrence
Snow Removal	1
Sidewalk Blockage	1
Dog Excrement	1
Driving over curb	1
Rubbish	3
Sidewalk repair	31
Setback violation	1
Deteriorated Curb	1
Vegetation	7
Temporary sign	1
Total	48

21. 2014 Building Permits summary below.

Permits	Occurrence
Bathroom addition	1
Sidewalk repair	27
Electric panel replacement	1
Driveway	2
Curb cut	1
Shed	2
Porch roof	1
Pool deck	1
Porch replacement	1
Garage demolition	2
Garage construction	2
Cement porch	1
Manufactured home	1
Property renovation	1

Mobile trailer demolition	1
Fence	1
Sign repair	1
Porch roof replacement	1
Total	48

22. Revenue & Expense Summary below.

Revenue & Expense	
Permit fees	\$1,630.00
Fire Inspections	\$70.00
Wages	\$3,107.94
Net total	\$1,407.94

Respectfully submitted,
Allen E. Bayer