

WORKSHOP MEETING MINUTES
MILLVALE BOROUGH COUNCIL
Millvale Borough Building, 501 Lincoln Avenue
Tuesday, January 13, 2026

Council Workshop was called to order at 6:09pm. Meeting was recorded by OSMA Michele Revay

Roll Call

Council Members: President James Machajewski
Vice-President Al Atkinson
Paul Bossung
Katie Dembowski
Melissa Mason
Denise Rudar
William Stout
Mayor: Brian Spoales – via Teams

Also in attendance: Interim Borough Manager Joseph Kypta; Solicitor Cambest; Police Chief Tim Komoroski; Michele Revay, OSMA; Phil Mangis, Zoning and Planning

Public Comments/Correspondence

Members of the Millvale Community Development Corporation came to express their support for the Borough concerning on-going financial issues.

Public Hearing Review

Solicitor Cambest opened up the proceedings for a Public Hearing to review the proposed curb cut at 229 Sample Street.

Chuck Pupich, property owner of 229 Sample Street, was brought up as a witness by his counsel, John B. Corcoran, Jr. Mr. Corcoran then exhibited 13 items for review. Mr. Pupich expressed that his intent was to create off street parking as an “amenity” for the lessees who were to reside at 229 Sample Street, as a “better tenant”. There is a gravel parking spot to accommodate two vehicles.

Phil Mangis, Zoning and Planning Director for the Borough of Millvale, was brought up as a witness next. According to testimony, he was made aware of work being done without a permit at 229 Sample Street in July 2024.

Councilman Stout expressed questions about exhibits 4 & 8, regarding the images of the spaces, as it appears that the images of the spaces make the spaces look larger than they actually are. It was determined that the photos were taken at different angles.

Councilwoman Rudar asked to clarify what was a “better tenant” that Mr. Pupich stated.

Councilman Stout asked to clarify the images in exhibit 9, regarding the dates of the images and how they coincide with when the Borough was made aware of the work being done.

Council President Machajewski asked if the garages that Mr. Pupich also owns (that are located next to the curb cut) were already occupied before the curb cut was done. Will they be rented out like the garages are? Mr. Pupich stated that they are exclusive to the property and included with them property rental, they are an amenity.

Since this is a review, no decision has been made on this hearing regarding the curb cut.

A motion by Mrs. Rudar, with a second by Mr. Bossung, was made to end the public hearing review. Motion carried 7-0.

New Business

Discussion was held regarding:

1. Request from MCDC for GAP Park usage for a Spring Market on Saturday, April 25, 2026.
2. WM Bid and revised cart information. Proposing an extension on the current contract, need to take this to the NHCOG.
3. Future Borough Manager Position search discussion. Council and Administration has reached out to ALOM.
4. Tax Collector meeting update and review. Met with Scott Davis this past week, working on tax bills for this year, and forms for senior property tax discount.

Events/Programming

Discussion was held regarding:

1. Federal Holidays – Martin Luther King Day (1/19/26) and Presidents' Day (2/16/2026) – Borough Offices will be open.
2. Upcoming Planning Commission meetings, pending agendas: Tuesday, 1/20/2026 and Tuesday, 2/17/2026.
3. Upcoming Borough Workshop Meeting: Tuesday, 2/3/2026.
4. ACBA Annual Banquet, Rivers Casino Ballroom – Saturday, 2/7/2026 at 5:30pm.
5. Upcoming Borough Council Meeting: Tuesday, 2/10/2026.

Zoning/Community Development/Code Report

Discussion held regarding various code updates, by Zoning Officer Phil Mangis.

1. Discussed Code report from December 2025.
2. Discussed Fee Schedule edits to Code Sections.
3. Discussed Enforcement chapter updates.
4. Discussed Shade Tree Ordinance and Ordinance No. 2995, Tree Committee.

Borough Engineer

Gateway Engineers

Engineering activities for the month of December.

C-42000-2026 General Engineering – Josiah D. Hoefler, P.E.

No new updates.

C-42004-2025 MS4 Compliance Work – Rebekah I. Cooper

Prepare for 2026 MS4 Compliance Inspections in July.

C-42024-0005 Logan Street Repair and Paving– Kevin M. Nadalin, P.E.

Submitted LSA Grant.

Submitted new construction cost estimates for revised scope and next round of LSA funding.

Continued with design of retaining wall and specifications (work approximately 90% completed).

Continuing with development of bidding documents for retaining wall only and advertise for bid.

Coordinate additional recommended geotechnical work to confirm subgrade conditions.

C-42026-0000 GLG Grant Application Cycle 8 – Kyle Brown, P.E.

The Contract has been awarded to Bronder and the Contract documents have been circulated for execution.

Pole spotting meeting was held with PennDOT and the Contractor to finalize pole locations.

Source of supply submittals have been reviewed and approved.

Continued review of submittals and RFIs from the Contractor.

Construction activity not anticipated until 2026 when poles are closer to being delivered.

C-42010-0014 CDBG YR51 ADA Ramps – North Ave and Bauerlein Street – Josiah Hoefler, P.E.

Grant funding of \$20,000 awarded on 7/29/2025 (requested grant funding was \$47,160).

Gateway provided options to Millvale for how to proceed with design & bidding on 7/30/25.

Millvale authorized Gateway to proceed with bidding 4 ramps as base bid and the remaining 5 ramps as an add alternate on 8/8/2025.

Prepared bid specification package and delivered to NHCPG on 10/23/25.

Bid opening date is set for December 11th, 2025.

Gateway prepared bid tabulation. Base bid low bid is \$13,500. Add alternate low bid is \$18,500.
Millvale Borough directed Gateway to award the base bid only.
Gateway to prepare recommendation letter for base bid and send to NHCOG.

C-42010-0016 CDBG YR52 ADA Ramps - Josiah Hoefler, P.E.

Millvale directed Gateway to prepare CDBG YR 52 Grant application for replacement of 9 ADA Ramps. This would likely be for the 2027 construction year.

Millvale and Gateway selected location of 9 ADA ramps for the application.

Gateway opened the application with NHCOG

Millvale concurring resolution has been provided and NHCOG has submitted the application.

Await funding decision, expected in July/August of 2026.

Public Works

Discussion was held regarding:

1. Snow removal.
2. Pothole repairs at Evergreen and Seavey Road.

Police Report

Discussion was held regarding December Activity updates.

1. Discussed the response time regarding the gunshot incident on 500 Block of North Avenue.
2. Discussed the response time regarding an incident where the person needed CPR, also 500 Block of North Avenue.

Both incidents were within a 60 second response time; immediate response times are critical in diffusing situations and help to save lives.

Planning Commission

No new updates.

Zoning Hearing Board

No new updates.

Discussion moved to executive session.

Tree Committee/Bike Pedestrian Committee

\$15,000.00 received from the state (Part of Walkworks Grant)

No updates – Tree Committee

Civil Service Commission

No new updates.

Loan Committee

No new updates.

Board of Appeals

No appeals.

Birdtown Committee

No new updates.

Millvale Volunteer Fire Department

No New updates.

Shaler Area School District

No updates.

Borough Council/Staff Comments

No updates.

Unfinished Business

None.

Adjournment

The public meeting was adjourned at 7:07 pm. Council then moved into Executive Session to discuss legal and personnel matters.

James Machajewski, Jr., President

Joseph Kypta, Interim Borough Manager