

*Thought for the Day – “Gifts of time and love are surely the basic ingredients of a truly merry Christmas!”
~ Peg Bracken*

The Youngwood Borough Council held its regular session on the above date with the following members present:

President Crago, Vice-President Palmquist, Mr. Hixson, Mrs. Klingensmith, Mr. Long, Mrs. Mazurek, Mrs. Naugle, Engineer E. Bove, Solicitor Lampl, Public Works Supervisor Trout and Borough Manager Schaefer

Mayor Derco was absent.

Mr. Hixson opened the meeting with a prayer.

Vice-President Palmquist led the Pledge of Allegiance to the Flag.

Public Attendance – 14

PUBLIC HEARINGS-STORMWATER MANAGEMENT

Borough Manager Schaefer reported the Yatsko project on South 2nd Street was completed.

PUBLIC HEARINGS

1. John Hajdukiewicz of 19 North 4th Street was present regarding the fire siren. He asked to have it quieted down. He stated businesses will not be interested in opening in the Borough unless something is done with the siren. He also suggested toning it down in the evening.

President Crago stated the Fire Department will look into the cycle of the siren.

2. Linda Marino of 104 South 3rd Street was present regarding traffic in the alley behind her home between Locust and Chestnut Streets. She recommended a stop sign at the end of the alley. In addition, she stated in regards to the fire siren, she is happy with the job the Fire Department does. When the siren blows, traffic slows down and she is willing to tolerate the siren during the times it is needed.

Vice-President Palmquist and PWS Trout will look into the matter.

APPROVAL OF MINUTES

President Crago asked for additions or corrections to the Minutes of the November 2, 2015 regular meeting as presented.

Motion by Mr. Long, seconded by Mrs. Mazurek, to approve the Minutes as presented.

Motion carried.

REPORT OF THE TAX COLLECTORS

The Borough Manager distributed the report from Kenneth W. Reger for the period ended November 30, 2015; total remitted for 2015 taxes \$1,846.82. The report from Berkheimer Tax Administrator for month ended November 30, 2015; Earned Income Tax, \$36,510.47; Local Service Tax, \$10,830.89.

Report of permits issued 11/01/2015 through 11/30/2015.

Report of Realty Transfers 10/01/2015 through 10/31/2015, check remitted in the amount of \$2,327.50.

TREASURERS REPORT

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period October 31, 2015.

General Fund Balance Sheet

Total Assets	\$1,044,710.55
Total Liabilities	161,791.62
Fund Balance 01/01/2015	-259,089.16
Retained Earnings	1,108,714.59
Income 10/31/2015	33,293.50

Fund Balance 10/31/2015	882,918.93
Total Liabilities & Funds	\$1,044,710.55
Income Statement	
Total Revenues	\$ 24,880.04
Total Expenses	166,816.47
Total Deficit	141,936.43

Treasurer's Report of Fund Balances

Capital Improvement Fund – General	\$344,211.94
Liquid Fuels Fund	44,181.57
Capital Improvement Fund - P & P	29,429.71
Fire Equipment & Apparatus	31,561.66
Act 13 Fund	15,163.70
Cemetery Fund	2,631.52
Cemetery Fund – Investment	13,840.59
Perpetual Care Fund	5,971.54
Perpetual Care – C.D.	5,849.48
Perpetual Care – C.D.	7,422.98
C.D.-Mellon Bank	4,373.53
Playground Fund	8,351.35
Building Fund	\$151,996.94

BILLS FOR APPROVAL

The Borough Manager presented Bills for Approval dated December 7, 2015, List 12-2015, General Fund - \$72,107.08.

Motion by Mrs. Klingensmith, seconded by Mrs. Naugle, to approve the Bills List 12-2015 as presented.

Motion carried.

2016 MEETING DATES

Motion by Mr. Long, seconded by Mrs. Naugle, to approve the 2016 meeting dates and advertise the same for public viewing.

Motion carried.

COMMUNICATIONS

1. Presented November Operations and Ordinance Enforcement reports submitted by Eric Trout.
2. Received \$464.00 for permits issued during the month of November.
3. Received check in the amount of \$608.35 from Crown Communications for December rent.
4. Received Dog Catcher Contract from Hoffman Boarding Kennels. There was a \$5.00/month increase. The contract period is January 1, 2016 to December 31, 2016.
Motion by Mrs. Mazurek, seconded by Vice-President Palmquist, to approve the contract with Hoffman Boarding Kennels.
Motion carried.
5. Received check in the amount of \$13,913.06 from Comcast for 3rd quarter franchise fees.
6. Received of the Westmoreland County Land Bank for the year 2014.
7. Received Youngwood Area Park & Pool board meeting minutes for August 30, 2015 and November 22, 2015 as submitted by Secretary Janice Hawk.
8. Reorganization meeting is January 4, 2016. All affidavits must be submitted prior to being sworn in.
9. Received letters of intent for the Council appointment from Diane Fernandez, Tim Vastell and Shawn Knepper. All letters were publicly read at the meeting.

REPORT OF THE PUBLIC WORKS SUPERVISOR

Leaf Pick-Up

Reported leaf collection is finished. Approximately 400 tons of leaves were collected.

REPORT OF THE ENGINEER

Grease Trap Inspections

Reported if the sale of the Authority to the MAWC goes through, the Borough will still be enforcing the grease trap ordinance.

REPORT OF THE SOLICITOR

No report.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

Garbage/Recycling Contract

Motion by Vice-President Palmquist, seconded by Mr. Hixson, to award the contract to Greenridge Waste Services LLC dba Republic Services. The Borough will award Option #3 (automated recycling without the limited exclusive franchise) for a one year contract with two year option. The residential rate will be \$35.10/quarter and Senior Citizen residential rate will be \$28.08/quarter.

Motion carried.

Ordinance No. 519 – Rental Property

Motion by Vice-President Palmquist, seconded by Mr. Hixson, to advertise Ordinance #519 for review and public comment.

Motion carried.

Resolution No. 07-2015

Motion by Vice-President Palmquist, seconded by Mrs. Naugle, to adopt Resolution No. 07-2015 pertaining to the Hempfield Township Municipal Authority Plan Revision.

Motion carried.

REPORT OF MAYOR DERCO

Newsletter

Reported the newsletter deadline will be December 10, 2015.

PUBLIC RELATIONS/COMMUNITY DEVELOPMENT – MRS. KLINGENSMITH

No report

PUBLIC WORKS/EQUIPMENT – VICE-PRESIDENT PALMQUIST

No report

FINANCE/ADMINISTRATION – MR. LONG

2016 Budget

	<u>General Fund</u>	
General Government Revenues		\$930,771
Other Revenues		17,697
Total Revenues		\$948,468
General Government Expenses		\$305,846
Public Works Expenses		428,029
Other Expenses		214,577
Total Expenses		\$948,452

Motion by Mr. Long, seconded by Vice-President Palmquist, to adopt the 2016 final budget as proposed and advertised. Real Estate Taxes will remain at seventeen (17) mills and LST will remain at \$52.00.

Motion carried.

Ordinance No. 520 – 2016 Tax Levy

Motion by Mr. Long, seconded by Vice-President Palmquist, to advertise Ordinance #520. The real estate tax will be 17 mills.

Motion carried.

Employee Gift Certificates

Motion by Mr. Long, seconded by Mrs. Mazurek, to authorize the purchase of \$35.00 Shop-N-Save gift cards for the employees.

Motion carried.

Copier Contract

Motion by Mr. Long, seconded by Mrs. Klingensmith, to award the copier contract to Ford Business Machines in the amount of \$85.05/month for a five year lease.

Motion carried.

PARKS AND RECREATION – MRS. NAUGLE

No report

STORMWATER MANAGEMENT & WORKPLACE SAFETY – MR. HIXSON

No report

PERSONNEL/BOROUGH POLICIES AND PROCEDURES – MRS. MAZUREK

At this time, Mrs. Mazurek requested the Borough Manager to send an email to the Recreation Board and the Park & Pool Board requesting a list of duties/jobs that they do and to submit to the office by the end of January.

REPORT OF PRESIDENT L. CRAGO

Borough Authority

Reported the Borough is working in conjunction with the Borough Authority to negotiate a sale of the sewage system to the Municipal Authority of Westmoreland County. A draft copy of the agreement has been presented to Council.

ADJOURNMENT

President L. Crago announced the following dates:

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| December 15 | - Special Authority Meeting @ 12:30 P.M. |
| December 21 | - Agenda Meeting @ 7:00 P.M. |
| December 24 & 25 | - Holiday, Christmas, OFFICE CLOSED |
| December 31 | - New Year's Eve, Holiday, OFFICE CLOSED |
| January 1 | - New Year's Day, Holiday, OFFICE CLOSED |
| January 4 | - Reorganization Meeting @ 7:00 P.M. |

With no further business to come before Council, President Crago adjourned the meeting.

Meeting adjourned at 8:15 P.M.

Respectfully submitted,

Diane M. Schaefer, CMC, CBO, CGS
Borough Manager

Lloyd H. Crago, President
YOUNGWOOD BOROUGH COUNCIL

