

**Thought for the Day – “You will find that it is necessary to let things go;
simply for the reason that they are heavy.”
~Anonymous**

The Youngwood Borough Council held its reorganization and regular session on the above date.

REORGANIZATION

Oath of Office - Mayor

Solicitor Elsie Lampl presented and administered the Oath of Office to the elected Mayor for the Borough: Mr. Kris Long.

Oath of Office – Council/Tax Collector

Mayor Long presented Mr. Billy Cowherd, Mr. Charles Lutz, Mrs. Paula Mazurek and Mr. Timothy Vastell, elected Councilpersons for the Borough and Mr. Kenneth Reger, elected Tax Collector. Mayor Long administered the Oath of Office to all elected Councilpersons and the Tax Collector.

Mayor Long called the meeting to order.

Borough Manager Schaefer opened the meeting with a prayer and led the Pledge of Allegiance to the Flag.

Public Attendance – 33

Council Appointment

Mayor Long called for nominations for the council vacancy created by Mr. Lutz not accepting the two year term for which he was elected.

Mr. Crago nominated Mrs. Rita Naugle

Motion by Mr. Crago, seconded by Mr. Palmquist, to appoint Mrs. Rita Naugle to the two year term.

Motion carried.

At this time, Mayor Long administered the Oath of Office to Mrs. Rita Naugle.

Election of President and Vice-President

Mr. Cowherd nominated Mr. Crago for President.

Mrs. Mazurek nominated Mr. Palmquist for President.

Motion by Mr. Cowherd, seconded by Mr. Vastell, to close nominations.

Motion carried.

Roll Call Vote:

Mr. Lutz - Mr. Crago
Mr. Palmquist - Mr. Palmquist

Sheet 2
Borough Council Chambers

January 2, 2018
7:00 P.M.

Mr. Cowherd - Mr. Crago
Mrs. Naugle - Mr. Palmquist
Mr. Vastell - Mr. Crago
Mrs. Mazurek - Mr. Palmquist
Mr. Crago - Mr. Crago

4 – Mr. Crago 3 – Mr. Palmquist
Mr. Crago will serve as President.

Mr. Cowherd nominated Mr. Palmquist for Vice-President.
Mr. Crago nominated Mr. Lutz for Vice-President.

Motion by Mrs. Naugle, seconded by Mrs. Mazurek, to close nominations.

Roll Call Vote:

Mr. Lutz - Mr. Lutz
Mr. Palmquist - Mr. Palmquist
Mr. Cowherd - Mr. Palmquist
Mrs. Naugle - Mr. Palmquist
Mr. Vastell - Mr. Lutz
Mrs. Mazurek - Mr. Palmquist
Mr. Crago - Mr. Lutz

4 – Mr. Palmquist 3 – Mr. Lutz
Mr. Palmquist will serve as Vice-President.

EXECUTIVE SESSION

An executive session was held for the purpose of personnel/litigation. 7:16 P.M. – 7:37 P.M.

RULES OF ORDER

Motion by Vice-President Palmquist, seconded by Mr. Vastell, to adopt Roberts Rules of Order for all Borough meetings.

Motion carried.

2018 APPOINTMENTS

Motion by Mrs. Mazurek, seconded by Vice-President Palmquist, to appoint the following:

DeBlasio & DeBlasio Associates as Auditor
Bove Engineering Company as Engineer
Emil Bove as the primary Sewage Enforcement Officer
Mike Stack as the alternate Sewage Enforcement Officer

Motion carried.

Motion by Vice-President Palmquist, seconded by Mrs. Mazurek, to appoint Robin Long to the Vacancy Board for a one-year term to expire on December 31, 2018.

Motion carried.

Motion by Mrs. Naugle, seconded by Mr. Lutz, to appoint Austin Erhard as the Borough's representative for the Five Star Trail.
Motion carried.

PUBLIC HEARINGS

1. Linda Marino, of South 3rd Street, was present to express her interest in serving on the Route 119 Committee.
President Crago appointed Mrs. Marino as a member of the Route 119 Committee.

APPROVAL OF MINUTES

President Crago asked for additions or corrections to the Minutes of November 27, 2017, December 4, 2017 and December 18, 2017 meetings as presented.
Motion by Vice-President Palmquist, seconded by Mr. Vastell, to approve the Minutes as presented.
Motion carried.

REPORT OF THE ENGINEER

Westmoreland Human Opportunities Subdivision

Mr. Bove reported the County has reviewed the subdivision for the vacant property located on South 6th Street between Wilson Street and Hillis Street.
Motion by Vice-President Palmquist, seconded by Mr. Vastell, to authorize the President to sign the subdivision.
Motion carried.

At this time, Mr. Bove asked to be excused from the meeting. Mr. Bove was excused at 7:49 P.M.

REPORT OF THE SOLICITOR

No report.

REPORT OF THE TAX COLLECTORS

No report was received from Kenneth W. Reger for the month ended December 31, 2017 as of yet.

The Secretary distributed the report from Berkheimer Tax Administrator for month ended December 31, 2017; Earned Income Tax, \$16,114.39; Local Services Tax, \$186.87.

Report of permits issued 12/01/17 through 12/31/17.

Report of Realty Transfers 12/01/17 through 12/31/17 and check remitted in the amount of \$994.85.

TREASURERS REPORT

The secretary presented the financial report on the accrual basis, unaudited for the period ended November 30, 2017.

General Fund
Balance Sheet

Total Assets	\$1,949,298.28
Total Liabilities	75,262.84
Fund Balance 01/01/2017	82,000.00
Retained Earnings	1,810,469.54
Deficit 11/30/2017	18,434.10
Fund Balance 11/30/2017	1,874,035.44
Total Liabilities & Funds	\$1,949,298.28

Income Statement

Total Revenues	\$16,216.53
Total Expenses	57,452.53
Total Deficit	\$41,236.00

Treasurer's Report of Fund Balances

Capital Improvement Fund – General	\$312,731.21
Liquid Fuels Fund	26,828.05
Capital Improvement Fund - P & P	29,440.80
Fire Equipment & Apparatus	34,531.54
Act 13 Fund	15,177.95
Cemetery Fund	5,358.36
Cemetery Fund – Investment	849.54
Perpetual Care Fund	7,317.84
Perpetual Care – C.D.	5,849.48
Perpetual Care – C.D.	7,484.31
C.D.-Mellon Bank	4,303.80
Playground Fund	10,470.57
Building Fund	\$242,947.20

BUDGET COMPARISON

The secretary presented the budget comparison for the General Fund for period ending November 30, 2017.

BILLS FOR APPROVAL

The secretary presented Bills for Approval dated January 2, 2018, List 01-18, General Fund - \$109,488.97.

Motion by Mr. Lutz, seconded by Mrs. Naugle, to approve the Bills List 01-18 as presented.

Motion carried.

COMMUNICATIONS

1. Presented check in the amount of \$699.60 from Crown Communications for January rent.
2. Received invitation from the Westmoreland County Food Bank to attend a Legislative Open House. Borough Manager read the invitation.
3. Received Audit of Magisterial District Judge Anthony Bompiani for the period January 1 to December 31, 2016 as submitted by County Controller Jeffrey Balzer.
4. Received 2016 audit report of the Westmoreland County Land Bank as submitted by Michael Strong Fiscal Coordinator of the Redevelopment Authority of

Westmoreland County. Borough Manager Schaefer read the letter.

5. Received invitation to attend a Cabinet In Your Community on Monday, January 8th. Borough Manager Schaefer read the invitation.

6. Received notice of the 8th Annual Municipal Roundtable to be held at the Conservation District on Friday, January 29th.

NEW BUSINESS - COMMITTEE REPORTS

ORDINANCE NO. 522 – 2018 TAX LEVY

Solicitor Lampl presented Ordinance No. 522 for adoption, reviewed and explained the ordinance for Council's consideration:

ORDINANCE NO. 522

AN ORDINANCE FOR THE BOROUGH OF YOUNGWOOD PROVIDING FOR THE LEVY OF TAXES FOR GENERAL BOROUGH PURPOSES FOR THE YEAR 2018

Motion by Vice-President Palmquist, seconded by Mr. Cowherd, to adopt Ordinance No. 522.

Motion carried.

RESOLUTION NO. 01-2018 – 04-2018

Motion by Vice-President Palmquist, seconded by Mr. Vastell, to adopt **Resolution No. 01-2018** authorizing the payment of one mill of collected real estate tax for the year 2016 to the Youngwood Borough Fire Department equipment and apparatus improvement fund; **Resolution No. 02-2018** authorizing the payment of five mills of collected real estate tax for the year 2018 to the bond payment of the Youngwood Borough building; **Resolution No. 03-2018** designating Diane M. Schaefer as Chief Administrative Officer of the Borough of Youngwood Pension Plans, Pennsylvania Municipal Retirement System Uniform and Non-Uniform Pension Plans; **Resolution No. 04-2018** authorizing the signatures of the President, Vice-President, Borough Manager and the Administrative Assistant on all bank accounts and safe deposit box. Two signatures required except the Borough Manager or Administrative Assistant alone for amounts less than \$1,300.00 and access to safe deposit box. Two signatures required on Liquid Fuels Account. In addition, S & T Bank be designated as the authorized depository of Borough funds.

Motion carried.

IRS MILEAGE RATE

Motion by Mrs. Mazurek, seconded by Mrs. Naugle, to set the 2018 mileage rate at 54.5 cents per mile.

Motion carried.

Employee Termination

Motion by Vice-President Palmquist, seconded by Mr. Vastell, to ratify the termination of Eric Trout effective December 27, 2017.

Mr. Cowherd and Mr. Lutz abstained due to being new on the Board.

Motion carried

Library Liaison

Motion by Mrs. Naugle, seconded by Vice-President Palmquist, to have Mr. Lutz serve as the liaison to the Library Board.

Motion carried.

PSAB Municipal Listing

Motion by Vice-President Palmquist, seconded by Mr. Lutz, to approve the PSAB municipal listing in the amount of \$40.00.

Motion carried.

Newly Elected Officials Training

Motion by Mrs. Mazurek, seconded by Mrs. Naugle, to approve the attendance of Mr. Cowherd and Mr. Lutz to the newly elected officials training on January 19th & 20th in Washington County at a cost of \$270.00.

Motion carried.

ADJOURNMENT

President Crago announced the following dates:

January 29	- Agenda Meeting @ 7:00 P.M.
February 5	- Regular Meeting @ 7:00 P.M.

All in attendance were invited to a reception immediately following the meeting to welcome the new Council members.

Motion by Vice-President Palmquist, seconded by Mr. Vastell to adjourn the meeting.

Meeting adjourned at 8:10 P.M.

Respectfully submitted,

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

Lloyd H. Crago, President
YOUNGWOOD BOROUGH COUNCIL

