

Thought for the Day – “Be kind, for everyone you meet is fighting a hard battle.”  
~ Plato

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

President Crago, Vice-President Palmquist, Mr. Cowherd, Mrs. Mazurek, Mrs. Naugle, Mr. Vastell, Mayor Long, Solicitor DiMascio and Borough Manager Schaefer

Mr. Lutz arrived at 7:07 P.M.

Mr. Bove was absent.

Mrs. Mazurek opened the meeting with a prayer.

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

Public Attendance – 8

### **PUBLIC HEARINGS**

1. Mary Ann Klingensmith, YARD President, was present to give an update on the commemorative clock project. She stated Council offered to allow the Public Works Department to do some of the prep work for the site. She requested clarification on what the Public Works Department would be doing. At this time, Austin Erhard of the Public Works Department reported it was discussed to have the Borough make sure the electric was completed. In addition, the Public Works Department will help unload the clock, store it and deliver it to the parklet when it is time for installation. As well as complete a PA One Call. A meeting is to be scheduled with the Contractor installing the pavers.

### **APPROVAL OF MINUTES**

Motion by Vice-President Palmquist, seconded by Mr. Lutz, to approve the minutes of August 6, 2018 and August 27, 2018.

Motion carried.

### **REPORT OF THE TAX COLLECTORS**

The Borough Manager distributed the report from Kenneth W. Reger for the period ended August 31, 2018 for real estate tax collection; \$3,283.60. She distributed the report from Berkheimer Tax Administrator for month ended August 31, 2018, Earned Income Tax, \$45,393.14; Local Service Tax, \$11,004.18.

Report of permits issued 08/01/2018 through 08/31/2018.

Report of realty transfer for 08/01/2018 through 08/31/2018 and check remitted in the amount of \$2,568.75.

### **TREASURERS REPORT**

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending July 31, 2018.

#### General Fund Balance Sheet

Total Assets	\$ 2,412,253.72
Total Liabilities	161,561.47
Fund Balance Reserve	82,000.00
Retained Earnings	1,877,587.86
Income 07/31/2018	291,104.39
Total Liabilities & Equity	\$ 2,412,253.72
Total Revenues	\$ 189,495.58
Total Expenses	223,143.91
Total Deficit	\$ 33,648.33

#### Treasurer's Report of Fund Balances as of July 31, 2018

Capital Improvement Fund – General	\$245,418.00
Liquid Fuels Fund	113,778.93

Capital Improvement Fund - P & P	14,343.28
Fire Equipment & Apparatus	11,211.42
Act 13 Fund	23,953.65
Cemetery Fund	8,017.61
Perpetual Care Fund	2,722.49
Perpetual Care – C.D.	5,849.48
Perpetual Care – C.D.	7,515.17
C.D.-Mellon Bank	4,267.10
Playground Fund	10,474.09
Building Fund	\$204,734.57

The Borough Manager presented the Budget Comparison as of July 31, 2018.

### **BILLS FOR APPROVAL**

The secretary presented Bills for Approval dated September 4, 2018, List 09-2018, General Fund - \$135,156.58.

Motion by Mrs. Mazurek, seconded by Mr. Vastell, to approve the Bills List 09-2018 as presented.

Motion carried.

### **COMMUNICATIONS**

1. Received check in the amount of \$699.60 from Crown Communications for September rent.

2. Received \$2,069.00 from the Commonwealth of PA for Act 101, Section 904 2016 performance recycling grant.

3. Reminded Council that the Borough received \$5,025.29 for 2017 Act 13 funds and the funds need allocated by a motion.

Motion by Vice-President Palmquist, seconded by Mr. Vastell, to allocate 100% of the Act 13 funds to stormwater management.

Motion carried.

4. Reminded Council the Rotary's Fresh Express is September 5<sup>th</sup> at 3:00 P.M. at the Youngwood Volunteer Fire Department. Anyone that can help please attend.

5. Received evaluation of the Borough's composting facility as conducted by the DEP on July 17, 2018. Manager Schaefer read the report.

6. Reminded Council if they are going to permit the Park & Pool Board to use the CDBG funds for an ADA compliant project a motion is needed.

Motion by Mrs. Mazurek, seconded by Vice-President Palmquist, to approve submitting the Park & Pool ADA compliance project for 2019 Community Development Block Grant funding.

Motion carried.

7. Received notice of the Westmoreland County Food Bank's 3<sup>rd</sup> annual legislative service project on Thursday, September 27<sup>th</sup> from 9:00 AM-11:00 AM. RSVP by Friday, September 21<sup>st</sup>.

8. Received notice of the Westmoreland County Borough's Association meeting on Thursday, September 27<sup>th</sup> at 7:00 PM at the Westmoreland Conservation District. Guest speaker is a representative from PA One Call. RSVP needed by September 21<sup>st</sup>.

9. Received letter from Valerie Crise regarding her changing her internship to May 2019. Borough Manager Schaefer read the letter.

10. Received check in the amount of \$13,966.32 from Comcast for 2018 2<sup>nd</sup> quarter franchise fees.

11. Received audit of Tax Collector, Kenneth Reger for the period of March 1, 2017 To February 28, 2018 as submitted by Westmoreland County Controller, Jeffrey Balzer.

12. Requested permission for approval of two payments to Pennoni for the East Hill Street Bridge Project. Payments are in the amount of \$7,887.27 and \$713.07. PennDOT reimburses the Borough 95% of the invoice.

Motion by Vice-President Palmquist, seconded by Mr. Vastell, authorizing the two payments to Pennoni.

Motion carried.

13. Presented the 2019 minimum municipal obligation for pension plans reviewed at the agenda meeting on August 27, 2018 reporting the Borough general obligation for pension plans at \$8,858.00.

### **PARK AND POOL PRESENTATION**

At this time, President Crago asked the members of the Park & Pool Board present to come forward to begin their presentation to Mr. Robert Genard. P&P Board President Ed Christofano honored and thanked Mr. Robert Genard for his 30 plus years of dedication to the Youngwood Park & Pool Board and his service to the facility. Park & Pool Board members Janice Hawk and John Storey Jr. helped present a plaque and various citations to Mr. Genard.

Mayor Long read a proclamation on behalf of Youngwood Borough regarding Mr. Genard's dedication and service to the Youngwood Area Park & Pool Board.

Mr. Genard thanked everyone in attendance, the many people he has served on the Board with you and all of the other volunteers who have helped him along the way at the pool complex.

### **REPORT OF PUBLIC WORKS**

Austin Erhard of the Public Works Department reported the following:

- The Wineman Road project is in the final stages. The Conservation District will continue to monitor the project.

### **REPORT OF THE ENGINEER**

#### 2018 Street Project

Reported the pre-construction meeting is scheduled for September 11<sup>th</sup> at 10:00 AM at Bove Engineering's office.

#### Demolition Specifications

Reported he will begin to prepare the specifications for the demolition of two properties located on South 3<sup>rd</sup> Street.

### **REPORT OF THE SOLICITOR**

No report.

### **NEW BUSINESS – COMMITTEE REPORTS**

#### **NEW BUSINESS**

#### Tax Refund - Buncher

Motion by Vice-President Palmquist, seconded by Mr. Vastell, to approve the tax refunds for the Buncher Company in the amount of \$2,461.63 and \$5,243.94, for one fifth tax credit on two properties for the tax year 2018.

Mr. Cowherd voted no.

Motion carried.

### **REPORT OF MAYOR LONG**

Mayor Long thanked the Park & Pool Board for their hard work during the summer season.

### **FINANCE – VICE-PRESIDENT PALMQUIST**

#### Preliminary Budget Requests Due

Announced the preliminary budget requests are due September 14, 2018.

### **PERSONNEL/WORKPLACE SAFETY – MR. LUTZ**

#### Employee Evaluations

Announced employee evaluations have been completed.

**PUBLIC WORKS/EQUIPMENT – MR. VASTELL**

F-700

Motion by Mr. Vastell, seconded by Mr. Lutz, to place the F-700 on Municibid and to set a reserve amount.

Motion carried.

F-550

Reported the Committee is waiting to receive pricing for the purchase of the F-550.

F-450

Reported the F-450 is due for inspection in six months.

**RECREATION/STORMWATER MANAGEMENT – MRS. NAUGLE**

Recreation Report

Thanked the Recreation Board and the Public Works Department for the work that was completed on the restrooms at the recreation facility.

**DIGITAL MEDIA/BUILDING/GROUNDS – MR. COWHERD**

Newsletter

Announced the newsletter deadline is September 12<sup>th</sup>.

**COMMUNITY DEVELOPMENT/ORDINANCES/ZONING – MRS. MAZUREK**

Saturday in the Park

Requested the Borough Manager to prepare a financial report for the community picnic. In addition, she requested the Manager to inquire at the post office for a bulk mailing stamp.

**REPORT OF PRESIDENT CRAGO**

Knox Box Ordinance

Requested the Borough Manager to prepare a “draft” knox box ordinance. .

**ADJOURNMENT**

President Crago announced the following dates:

September 24 - Agenda Meeting @ 7:00 P.M.

October 1 - Regular Meeting @ 7:00 P.M.

Motion by Mrs. Naugle, seconded by Mr. Vastell, to adjourn the meeting.  
Meeting adjourned at 8:01 P.M.

Respectfully submitted,

*Diane M. Schaefer*

Diane M. Schaefer  
Borough Manager

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Lloyd Crago, President  
YOUNGWOOD BOROUGH COUNCIL