

Thought for the Day – “Valor is stability, not of legs and arms, but of courage and the soul.”

~ Michel de Montaigne

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

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

Vice-President Cowherd opened the meeting with a prayer.

Mrs. Naugle led the Pledge of Allegiance to the Flag.

Mr. Crago arrived at 7:05 PM.

Public Attendance – 5

### **PUBLIC HEARINGS**

1. Bruce Baker of 234 South 5<sup>th</sup> Street was present concerning the fire siren at 5<sup>th</sup> and Locust Streets. He stated he has no problem with the siren it's just how long the siren blows for. Mr. Baker would like the timing reduced. In addition, Mr. Baker suggested a roof be built over the bocce court due to poor drainage around the area. He believes it would expand the use of the bocce courts.

2. Robin Long of 123 South 6<sup>th</sup> Street was present concerning the unsightly condition of the properties located at 302 Chestnut Street/29 South 3<sup>rd</sup> Street.

3. John Hajdukiewicz of 19 North 4<sup>th</sup> Street was present concerning the need for a stop sign at the intersection of the alley at Chestnut Street with the cross streets of 2<sup>nd</sup> and 3<sup>rd</sup> Streets. In addition, he also would like the timing reduced on the fire siren located in the center of town.

The Public Works Committee will look in to the possibility of a stop sign or stop bar for the alley.

### **EXECUTIVE SESSION**

Motion by Mrs. Mazurek, seconded by Mrs. Naugle, requesting an executive session to discuss litigation.

Motion carried.

An Executive Session was held from 7:13 PM to 7:23 PM.

### **APPROVAL OF MINUTES**

Motion by Mr. Lutz, seconded by Mrs. Naugle, to approve the minutes of September 24, 2018 and October 1, 2018, as presented.

Motion carried.

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

The Borough Manager distributed the report from Kenneth W. Reger for the period ended September 30, 2018 for real estate tax collection; \$2,374.14. She distributed the report from Berkheimer Tax Administrator for month ended October 31, 2018, Earned Income Tax, \$13,215.04; Local Service Tax, \$1,665.66.

Report of permits issued 10/01/2018 through 10/31/2018.

Report of realty transfer received for period 09/01/2018 through 09/30/2018, check remitted in the amount of \$1,720.12. Report of realty transfer received for period of 10/01/18 through 10/31/2018, check remitted in the amount of \$980.00.

### **TREASURERS REPORT**

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending September 30, 2018.

#### General Fund Balance Sheet

Total Assets	\$ 2,351,507.77
Total Liabilities	161,672.88
Fund Balance Reserve	82,000.00

Retained Earnings	1,877,587.86
Income 09/30/2018	230,247.03
Total Liabilities & Equity	\$ 2,351,507.77
Total Revenues	\$ 98,426.40
Total Expenses	173,349.65
Total Deficit	\$ 74,923.25

Treasurer's Report of Fund Balances as of September 30, 2018

Capital Improvement Fund – General	\$249,955.14
Liquid Fuels Fund	110,634.80
Capital Improvement Fund - P & P	15,743.60
Fire Equipment & Apparatus	11,213.04
Act 13 Fund	28,980.75
Cemetery Fund	9,772.25
Perpetual Care Fund	2,722.69
Perpetual Care – C.D.	5,959.72
Perpetual Care – C.D.	7,515.17
C.D.-Mellon Bank	4,267.10
Playground Fund	10,475.27
Building Fund	\$204,766.01

The Borough Manager presented the Budget Comparison as of September 30, 2018.

**BILLS FOR APPROVAL**

The secretary presented Bills for Approval dated November 5, 2018, List 11-2018, General Fund - \$146,536.24.

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to approve the Bills List 11-2018 as presented.

Motion carried.

**COMMUNICATIONS**

1. Received check in the amount of \$699.60 from Crown Communications for November rent.
2. Received October Ordinance Enforcement report submitted by Adam Hlad.
3. Received deposit in the amount of \$896.09 for 2017 PURTA distribution.
4. Received notice of 2019 dues renewal in the amount of \$220.00 for the Central Westmoreland Council of Governments.
5. Received maintenance agreement from Verdin Clock Company in the amount of \$580.00/year.
6. Received memorandum from Westmoreland County regarding the Reimaging Our Westmoreland Comprehensive Plan 2018. Borough Manager Schaefer read the letter.
7. Borough Manager reviewed the issues discussed regarding the 2019 Republic Waste Contract:
  - Republic will take one additional bag per week at no cost. Any additional bags would be at a rate of \$2.50/each.
  - E-waste collection will be at a minimum of one time per month. It will not necessarily be done on a Monday.
  - Republic has allocated 50 – 35 gallon carts for Senior Citizen's.
  - Will work with the Borough on any special arrangements for private lanes that may need to be made.

**REPORT OF PUBLIC WORKS**

Austin Erhard of the Public Works Department reported the following:

- Leaf pick up will be held on Monday and Tuesday for North of Depot Street. Wednesday and Thursday for South of Depot Street. Friday is a make-up day. All leaves are to be raked to the curb line. No leaves should be placed in piles on the street.
- Snow Emergency Routes are now in effect. The Park & Pool Road has been closed until March 31<sup>st</sup>.
- Park & Pool has been winterized.
- Upon discussion with the Borough Manager, it is the recommendation that the Borough continue its e-waste program for the Borough residents.

### **REPORT OF THE ENGINEER**

#### **2018 Street Project**

Reported the project is tentatively to begin on Monday, November 12<sup>th</sup>, weather permitting.

#### **Demolition Update**

Reported he and the Borough Manager are working with Lutterman Excavating to address issues regarding disconnecting utilities.

#### **Planning Module – Yakubco Subdivision**

Reported the planning module was received from the MAWC for the Yakubco subdivision. Council will need to approve the resolution for land development and submit the planning module to the DEP.

Motion by Mr. Lutz, seconded by Vice-President Cowherd, to approve the resolution and submit the same to the DEP for its review.

Motion carried.

### **REPORT OF THE SOLICITOR**

#### **“Draft” Walnut Street Ordinance**

Presented and reviewed the ordinance.

Motion by Mrs. Mazurek, seconded by Mrs. Naugle to advertise the Ordinance making Walnut Street one way traveling from 4<sup>th</sup> Street to 3<sup>rd</sup> Street.

Motion carried.

#### **“Draft” Knox Box Ordinance**

Reported she reviewed the “draft” knox box ordinance.

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

#### **NEW BUSINESS**

##### **Pennoni Invoices – East Hillis Street Bridge**

Motion by Mr. Lutz, seconded by Vice-President Cowherd, to approve the Pennoni invoices for estimate #1, #4 and #5 in the amounts of \$244.13, \$13,998.77 and \$34,238.04, respectively.

Motion carried.

##### **Hoffman Boarding Kennels**

Motion by Mrs. Mazurek, seconded by Mrs. Naugle, to approve the 2019 contract with Hoffman Boarding Kennels in the amount of \$115/month.

Motion carried.

### **REPORT OF MAYOR LONG**

#### **Halloween Parade**

Mayor Long thanked the Youngwood Volunteer Fire Department, Youngwood Ladies Auxiliary, Christ United Methodist Church, the Judges and the Corner Market for all working together with the Halloween parade.

#### **Election Day**

Announced Elections will be held at Youngwood Volunteer Fire Department on November 6<sup>th</sup>.

#### **YABA Light-Up Night**

Announced YABA Light-Up Night will be on November 10<sup>th</sup> at 6:00 PM.

Mayor Long reported he attended various events in the Borough.

**FINANCE/PARKS & RECREATION – MRS. NAUGLE**

Recreation Appointments

Motion by Mrs. Naugle, seconded by Mr. Lutz, to appoint Scot Harvey, Kristy Soisson and Jason Anderson to 3 year terms and Andrew Auckerman and Karen Lazur to one year terms.

Roll Call Vote:

Mr. Vastell - Yes  
Mr. Cowherd - Yes  
Mr. Crago - No  
Mrs. Naugle - Yes  
Mr. Lutz - Yes  
Mr. Palmquist - Yes  
Mrs. Mazurek - Yes

6 – Yes      1 – No

Motion carried.

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

Public Works Position

Reported numerous applications were received for the open position in the Public Works Department.

**PUBLIC WORKS/EQUIPMENT/STORMWATER/DIGITAL MEDIA  
BUILDINGS & GROUNDS – VICE-PRESIDENT COWHERD**

F-550

Motion by Vice-President Cowherd, seconded by Mrs. Naugle, to approve the up fit for the F-550 which includes snow plow, salt spreader, etc. from Stephenson Equipment in the amount of \$34,970.00.

Motion carried.

Parklet

Vice-President Cowherd is recommending the Borough look at doing an inventory and possibly change the Christmas lights in the parklet to be uniformed.

Winter SOP

Reported the Committee along with Public Works Department is working on a standard operating procedure policy for winter maintenance.

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

Ordinances

Reported the Committee met to review ordinances/samples of ordinances that were received. She requested the MAWC be contacted again regarding the sewage ordinance. In addition, Mr. Bove's input is also needed on some of the ordinances.

Park & Pool

Reported the Park & Pool volunteers have winterized the facility.

**REPORT OF THE PRESIDENT PALMQUIST**

Playground Arch Committee

Appointed Mayor Long as the chairperson of the playground arch committee. Requested anyone interested in serving on the Committee to please contact the Borough Manager.

Citizen's Watch Group

Appointed the Mayor to initiate a citizen's watch group for the Borough.

**ADJOURNMENT**

President Palmquist announced the following dates:

November 22 \$ 23      - Holiday, Thanksgiving, Office Closed  
November 27            - Agenda Meeting @ 7:00 PM TUESDAY  
December 3            - Regular Meeting @ 7:00 PM

Motion by Mr. Lutz, seconded by Mrs. Naugle, to adjourn the meeting.  
Meeting adjourned at 8:22 P.M.

Respectfully submitted,

*Diane M. Schaefer*

Diane M. Schaefer  
Borough Manager

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Scott Palmquist, President  
YOUNGWOOD BOROUGH COUNCIL