

Thought for the Day – “We tend to be blind to our own assumptions when we are locked inside them.”

~ Richard Tanner Pascale

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

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

Mayor Long opened the meeting with a prayer.  
Mrs. Mazurek led the Pledge of Allegiance to the Flag.  
Public Attendance – 5

### **PUBLIC HEARINGS**

1. Linda Marino of 104 South 3<sup>rd</sup> Street was present regarding garbage. She stated her garbage sat for five days and garbage was left behind. In addition, she stated there is a rodent problem at the property located at 103 South 2<sup>nd</sup> Street.

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

### **APPROVAL OF MINUTES**

Motion by Mr. Lutz, seconded by Mrs. Mazurek, to approve the minutes of December 3, 2018 and December 22, 2018, 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, 2018 for real estate tax collection; \$707.23. She also reported no report was received as of date for December 31, 2018. She distributed the report from Berkheimer Tax Administrator for month ended November 30, 2018, Earned Income Tax, \$48,031.61; Local Service Tax, \$11,204.05. She distributed the report from Berkheimer Tax Administrator for month ended December 31, 2018, Earned Income Tax, \$16,544.63; Local Service Tax, \$37.04.

Report of permits issued 11/01/2018 through 11/30/2018 and 12/01/2018 through 12/31/2018.

Report of realty transfer received for period 11/01/2018 through 11/30/2018, check remitted in the amount of \$1,503.50. Report of realty transfer received for period of 12/01/18 through 12/31/2018, check remitted in the amount of \$2,702.92.

### **TREASURERS REPORT**

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

#### General Fund Balance Sheet

Total Assets	\$ 2,246,638.41
Total Liabilities	79,496.11
Fund Balance Reserve	82,000.00
Retained Earnings	1,877,585.51
Income 10/31/2018	207,556.79
Total Liabilities & Equity	\$ 2,246,638.41
Total Revenues	\$ 46,566.30
Total Expenses	61,011.39
Total Deficit	\$ 14,445.09

Treasurer's Report of Fund Balances as of October 31, 2018

Capital Improvement Fund – General	\$249,976.25
Liquid Fuels Fund	104,321.26
Capital Improvement Fund - P & P	16,443.87
Fire Equipment & Apparatus	11,213.50
Act 13 Fund	28,983.00
Cemetery Fund	3,897.66
Perpetual Care Fund	3,247.81
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	\$204,783.60

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

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

General Fund  
Balance Sheet

Total Assets	\$ 2,191,644.98
Total Liabilities	74,905.74
Fund Balance Reserve	82,000.00
Retained Earnings	1,877,585.51
Income 11/30/2018	157,153.73
Total Liabilities & Equity	\$ 2,191,644.98
Total Revenues	\$ 75,938.07
Total Expenses	126,342.34
Total Deficit	\$ 50,404.27

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

Capital Improvement Fund – General	\$249,995.77
Liquid Fuels Fund	101,165.56
Capital Improvement Fund - P & P	17,843.70
Fire Equipment & Apparatus	11,213.91
Act 13 Fund	28,983.00
Cemetery Fund	3,897.80
Perpetual Care Fund	3,247.81
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	\$204,799.59

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

**BILLS FOR APPROVAL**

The secretary presented Bills for Approval dated December 3, 2018, List 12-2018, General Fund - \$121,312.64.

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to approve the Bills List 12-2018 as presented.

Motion carried.

The secretary presented Bills for Approval dated January 4, 2019, List 01-2019, General Fund - \$77,184.91.

Motion carried.

### COMMUNICATIONS

1. Received check in the amount of \$699.60 from Crown Communications for December and January rent.
2. Received November and December Ordinance Enforcement Report as submitted by Adam Hlad.
3. Received the 2017 audit report for Westmoreland County Land Bank.
4. Received \$3,381.31 from Westmoreland JCounty for the 4<sup>th</sup> quarter delinquent real estate taxes.
5. Received audit of Magisterial District Court 10-2-01 for the period January 1, 2017 to December 31, 2017 as submitted by County Controller Jeffrey Balzer.
6. Received \$14,689.81 from Comcast for 3<sup>rd</sup> quarter 2018 franchise fees.
7. Received email from Laura Sager regarding Walnut Street being made one way and the alley adjacent to her home. Borough Manager Schaefer read the letter. President Palmquist directed the Manager to respond.

### REPORT OF PUBLIC WORKS

- Austin Erhard of the Public Works Department reported the following:
- Presented the totals for leaf collection, etc.
  - Vice-President Cowherd requested a list be comprised of the paper streets and alleys.

### REPORT OF THE ENGINEER

#### Sherwood Circle Project

Announced RFP's are due back for the project on January 21<sup>st</sup>.

#### Stormwater Problem

Reported a sink hole appeared in the alley between 4<sup>th</sup>/5<sup>th</sup> Streets closet to Hillis Street. Upon inspection it was noted that an end wall is collapsing. In addition there is a box culvert under 5<sup>th</sup> Street that will need replaced in the near future.

### REPORT OF THE SOLICITOR

#### Refuse Contract

Solicitor Hammond reported he is still trying to resolve some issues with the contract.

### NEW BUSINESS – COMMITTEE REPORTS

#### NEW BUSINESS

#### Resolution No. 01-2019

Motion by Mrs. Mazurek, seconded by Vice-President Cowherd, to adopt Resolution No. 01-2019 authorizing the payment of one mill of collected real estate tax for the year 2019 to the Youngwood Borough Fire Department equipment and apparatus improvement fund.

#### Roll Call Vote:

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

7 – Yes      0 – No

Motion Carried

#### Resolution No. 02-2019

Motion by Mr. Lutz, seconded by Mrs. Mazurek, to adopt Resolution No. 02-2019, authorizing the payment of five mills of collected real estate tax for the year 2019 to the bond payment of the Youngwood Borough building.

#### Roll Call Vote:

Mr. Vastell - Yes

Mr. Cowherd - Yes  
Mr. Crago - Yes  
Mrs. Naugle - Yes  
Mr. Lutz - Yes  
Mr. Palmquist - Yes  
Mrs. Mazurek - Yes  
7 – Yes 0 – No  
Motion Carried

Resolution No. 03-2019

Motion by Mr. Lutz, seconded by Mrs. Naugle, to adopt Resolution No. 03-2019, authorizing the signatures of the President, Vice-President, Borough Manager and the Administrative Assistant on all bank accounts and safe deposit box. Two signatures are required on all checks 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

Resolution No. 04-2019

Motion by Mrs. Mazurek, seconded by Mrs. Naugle, to adopt Resolution No. 04-2019 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;  
Motion Carried

Annual Appointments

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to appoint Krisha DiMascio and the firm of Dodaro, Dodaro Cambest and Matta as Solicitor.

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

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to appoint Bove Engineering as the Borough's Engineer.  
Motion carried.

Motion by Ms. Mazurek, seconded by Vice-President Cowherd, to appoint Emil Bove as the primary sewage enforcement officer and Mike Stack as the alternate.  
Motion carried.

Motion by Vice-President Cowherd, seconded by Mrs. Naugle, to appoint Austin Erhard as the Borough's representative to the Five Star Trail.

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

Motion by Mr. Lutz, seconded by Mrs. Naugle, to appoint Robin Long to the Vacancy Board.

Roll Call Vote:

Mr. Vastell - Yes  
Mr. Cowherd - Yes  
Mr. Crago - Yes  
Mrs. Naugle - Yes  
Mr. Lutz - Yes  
Mr. Palmquist - Yes  
Mrs. Mazurek - Yes  
7 – Yes      0 – No

Motion Carried

Demolition Project

Motion by Mr. Lutz, seconded by Mrs. Naugle, to ratify payment in the amount of \$18,500.00 to Lutterman Excavating for the demolition of the properties located at 220 and 222 South 3<sup>rd</sup> Street.

Motion carried.

Pennonni Invoices

Motion by Vice-President Cowherd, seconded by Mr. Lutz, to approve payment of \$22,570.41, \$335.60 and \$33,552.33 to Pennoni for the East Hillis Street Bridge Project.

Motion carried.

Westmoreland County Cooperation Agreement – Zoning

Motion by Mrs. Naugle, seconded by Mr. Lutz, to approve the cooperation agreement with Westmoreland County to help the Borough with its zoning process.

Motion carried.

**REPORT OF MAYOR LONG**

Reported he received a thank you from the Cub Scout group that was in attendance at the last meeting.

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

2019 IRS Mileage Rate

Motion by Mrs. Naugle, seconded by Mr. Lutz, to adopt the 2019 IRS mileage rate at 58 cents/mile.

Motion carried.

PSAB Municipal Listing

Motion by Mrs. Naugle, seconded by Vice-President Cowherd, to approve the PSAB municipal listing in the amount of \$40.00.

Motion carried.

Recreation Update

Reported New Officers have been election for the Recreation Board.

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

No report.

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

Winter Standard Operating Procedures

Motion by Vice-President Cowherd, seconded by Mrs. Naugle, to adopt the Winter Standard Operating Procedures.

After discussion, the original motion was rescinded.

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

Ordinances

Reported a committee meeting will be held on January 16<sup>th</sup>.

**REPORT OF THE PRESIDENT PALMQUIST**

Playground Committee

Requested Mayor Long to spear head the committee to design the arch in the playground.

Neighborhood Watch

Would like to see the Mayor initiate some type of neighborhood watch in the Borough.

**ADJOURNMENT**

President Palmquist announced the following dates:

- |             |                             |
|-------------|-----------------------------|
| January 28  | - Agenda Meeting @ 7:00 PM  |
| February 4  | - Regular Meeting @ 7:00 PM |
| February 25 | - Agenda Meeting @ 7:00 PM  |

Motion by Mr. Lutz, seconded by Mrs. Naugle, to adjourn the meeting.  
Meeting adjourned at 8:44 P.M.

Respectfully submitted,

*Diane M. Schaefer*

Diane M. Schaefer  
Borough Manager

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Scott Palmquist, President  
YOUNGWOOD BOROUGH COUNCIL