

Thought for the Day – “If you can find a path with no obstacles, it probably doesn’t lead anywhere.”
~ Frank A. Clark

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 DiMascio, Engineer Bove, and Borough Manager Schaefer

Mr. Lutz opened the meeting with a prayer.
Vice-President Cowherd led the Pledge of Allegiance to the Flag.

Public Attendance – 6

PUBLIC COMMENT

None

EXECUTIVE SESSION

An executive session was held from 7:01 PM – 7:21 PM to discuss personnel.

APPROVAL OF MINUTES

Motion by Mrs. Mazurek, seconded by Mrs. Naugle, to approve the minutes of October 28, 2019, November 4, 2019 and November 25, 2019, as presented.
Motion carried.

REPORT OF THE TAX COLLECTORS

The Borough Manager distributed the report from Kenneth W. Reger, for the period ended October 31, 2019 for real estate tax collection in the amount of \$762.40. She distributed the report from Berkheimer Tax Administrator for month ended November 30, 2019 Earned Income Tax, \$50,112.61; Local Service Tax, \$11103.08.

Report of permits issued 11/01/2019 through 11/30/2019.

Report of Realty Transfer Fees 10/01/2019 through 10/31/2019, check remitted in the amount of \$3,836.50.

TREASURERS REPORT

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending October 31, 2019.

	General Fund Balance Sheet
Total Assets	\$ 2,228,836.13
Total Liabilities	109,343.51
Fund Balance Reserve	82,000.00
Retained Earnings	1,973,950.11
Income 10/31/2019	63,542.51
Total Liabilities & Equity	\$ 2,228,836.13
Total Revenues	\$ 29,494.09
Total Expenses	169,442.42
Total Deficit	\$ 139,948.33

Treasurer's Report of Fund Balances as of October 31, 2019

Capital Improvement Fund – General	\$182,940.05
Liquid Fuels Fund	114,508.96
Capital Improvement Fund - P & P	25,107.91
Fire Equipment & Apparatus	13,163.50
Act 13 Fund	35,822.39

Cemetery Fund	9,811.66
Perpetual Care Fund	3,639.65
Perpetual Care – C.D.	5,978.52
Perpetual Care – C.D.	12,608.46
C.D.-Mellon Bank	4,267.10
Playground Fund	10,591.51
Building Fund	\$207,306.53

The Borough Manager presented the Budget Comparison as of October 31, 2019.

BILLS FOR APPROVAL

The secretary presented Bills for Approval dated December 2, 2019, List 12-2019, General Fund - \$95,878.38. Motion by Mr. Vastell, seconded by Mrs. Naugle, to approve Bills for Approval List 12-2019.

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.

COMMUNICATIONS

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

2. Received November Ordinance Enforcement report as submitted by Mark Cypher.

3. Received deposit in the amount of \$13,503.10 from Comcast for 3rd quarter franchise fees.

4. Received audit of Magisterial District Judge L. Anthony Bompiani for the period of January 1, 2018 to December 31, 2018 as submitted by Westmoreland County Controller, Jeffrey Balzer.

5. Received letter from PennDOT regarding traffic signals. Manager Schaefer read the letter.

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to approve the traffic application/maintenance form for the traffic signals.

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.

Motion by Mrs. Naugle, seconded by Mr. Vastell, to approve Resolution No. 13-2019 authorizing the signatures for the traffic application/maintenance form.

Motion carried.

Motion by Mr. Lutz, seconded by Mrs. Naugle, to accept Mr. Erhard's resignation letter.

Motion carried.

REPORT OF THE ENGINEER

Updates

Reported the following updates:

- He investigated the timing on the Hillis Street traffic signal. He explained the signal may go longer if traffic is flowing on Route 119. Will continue to monitor it.

- Attended a meeting with Columbia Gas regarding the utility relocation for the Route 119 project. Approximately 5000 feet of gas lines will be relocated/replaced.

President Palmquist asked about the timing of the light at 4th/Chestnut Streets. Mr. Bove will review. If timing needs changed, the Borough will need PennDOT approval.

REPORT OF THE SOLICITOR

Cemetery Cell Tower

Reported MCM was contacted and response has not been received as of yet.

Personnel Handbook

Reported the handbook has been reviewed.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

East Hillis Street Bridge – Pennoni Invoice

Motion by Mr. Lutz, seconded by Mrs. Naugle, to approve payment to Pennoni in the amount of \$3,352.55.

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.

2020 Meeting Dates/Advertise

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to approve/advertise the 2020 meeting dates with changes to Memorial Day and Labor Day, moving the meetings to the Wednesday after the holiday.

Motion carried.

Hazard Mitigation Plan

Motion by Mr. Vastell, seconded by Mrs. Naugle, to approve the hazard mitigation plan as presented. The plan will be submitted to Westmoreland County Department of Public Safety.

Motion carried.

REPORT OF MAYOR LONG

Mayor Long reported he attended numerous events that were held in Borough.

FINANCE/PARKS & RECREATION – MRS. NAUGLE

2020 Final Budget

General Fund Revenues	\$ 1,080,238
General Fund Expenses	\$ 1,080,238

Motion by Mrs. Naugle, seconded by Mr. Lutz, to adopt the 2020 final budget as proposed and advertised.

Tax mills will remain at 17.

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. 12-19 – Tax Levy

Motion by Mrs. Naugle, seconded by Mrs. Mazurek, to adopt Resolution No. 12-19, stating the 2020 tax millage at 17. In addition said resolution includes the Act 511 taxes.

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.

Employee Gift Cards

Motion by Mrs. Naugle, seconded by Mr. Vastell, to authorize the purchase of \$50.00 Shop-N-Save gift cards for fulltime employees.

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.

Recreation Update

Announced the Rec will be celebrating its 70 Anniversary in 2020.

PERSONNEL/WORKPLACE SAFETY – MR. LUTZ

Public Works

Motion by Mr. Lutz, seconded by Mrs. Naugle, to hire Zachary Derco as the Public Works Crew Leader at a rate of \$17.00 per hour with an increase to \$19.00 per hour after 6 months.

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.

Motion by Mr. Lutz, seconded by Mrs. Naugle, to advertise for a public works maintenance/laborer position.

Motion carried.

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

Public Works Update

Reported the crew will be working with the contractor to repair a collapsed catch basin at North 1st Street. The Borough will purchase the material.

Computer

Reported he will be working with Mrs. Mazurek on purchasing computers for the Borough office.

COMMUNITY DEVELOPMENT/ORDINANCE/ZONING – MRS. MAZUREK

Park & Pool

Reported she will be meeting with Mr. Christofano and Mr. Bove regarding the CDBG project. She is working with the Board to put together procedures for the employees. In addition, the Board will be updating forms and start the hiring process sooner than later.

Ordinances

Announced all of Council will be receiving a draft of the proposed ordinance changes to review. The committee did include a quality of life ordinance. Fees will be established by resolution.

REPORT OF PRESIDENT PALMQUIST

Parking

President Palmquist reported he has received complaints about people parking on Depot Street near 2nd Street between two no parking signs. Ordinance Enforcement Officer will be notified.

ADJOURNMENT

President Palmquist announced the following dates:

- | | |
|------------------|---|
| December 16 | - Agenda Meeting @ 7:00 PM |
| December 24 & 25 | - Holiday, Christmas, Office Closed |
| December 31 | - Holiday, New Year's Eve, Office Closed |
| January 1 | - Holiday, New Year's Day, Office Closed |
| January 6 | -Reorganization/Regular Meeting @ 7:00 PM |

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

Meeting adjourned at 8:12 PM.

Respectfully submitted,

Diane M. Schaefer
Borough Manager

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL