

Due to Covid-19, the Youngwood Borough Council meeting is being held as a virtual meeting to conduct official business. Directions to participate and submit public comment were available on the Borough's website at www.youngwood.org.

Thought for the Day – “The future ain't what it used to be.”
~ Yogi Berra

The Youngwood Borough Council held its regular session on the above date as a virtual meeting with the following members present:
President Palmquist, Vice-President Cowherd, Mr. Crago, Mrs. Long, Mr. Lutz, Mrs. Mazurek, Mayor Long, Solicitor DiMascio, Engineer Bove, Public Works Supervisor Derco and Borough Manager Schaefer

Mr. Vastell was absent.
Mr. Lutz opened the meeting with a prayer.
President Palmquist led the Pledge of Allegiance to the Flag.

Public Attendance – 1

PUBLIC COMMENT – STORMWATER MANAGEMENT

None

PUBLIC COMMENT

Borough Manager reported no public comment was received. However, since Mrs. Linda Marino is on the call, she reported that she has been working with Mrs. Marino on the issues at her property pertaining to the MAWC.

APPROVAL OF MINUTES

Motion by Mr. Crago, seconded by Mr. Lutz, to approve the minutes of October 26, 2020 and November 2, 2020, 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, 2020, for real estate tax collection in the amount of \$787.27. She distributed the report from Berkheimer Tax Administrator for month ended November 30, 2020, Earned Income Tax, \$51,148.04; Local Service Tax, \$9,022.81.

Report of permits issued November 1, 2020 through November 30, 2020.

Report of Realty Transfer Fees 10/01/2020 through 10/31/2020, check remitted in the amount of \$4,351.50 and 11/01/2020 through 11/30/2020, check remitted in the amount of \$2,890.00.

TREASURERS REPORT

The Borough Manager presented the financial report on the accrual basis for the General Fund, audited, for the period ending October 31, 2020.

	General Fund Balance Sheet
Total Assets	\$2,067,154.80
Total Liabilities	80,245.86
Fund Balance Reserve	82,000.00
Retained Earnings	1,935,034.51
Deficit 10/31/2020	30,125.57
Total Liabilities & Equity	\$2,067,154.80

The Borough Manager presented the Treasurer's Report, for the period ending October 31, 2020.

Treasurer's Report of Fund Balances as of October 31, 2020

Capital Improvement Fund – General	\$152,458.35
Liquid Fuels Fund	113,839.70
Capital Improvement Fund - P & P	34,385.52
Fire Equipment & Apparatus	15,025.34
Act 13 Fund	36,059.71
Cemetery Fund	5,005.38
Perpetual Care Fund	3,981.60
Perpetual Care – C.D.	5,978.52
Perpetual Care – C.D.	12,608.46
C.D.-Mellon Bank	4,267.10
Playground Fund	10,674.12
Building Fund	193,704.23
Bond Refinance	\$116,835.52

BILLS FOR APPROVAL

The secretary presented Bills for Approval dated December 7, 2020, List 12-2020, General Fund - \$262,285.69. Motion by Mr. Crago, seconded by Mrs. Long, to approve Bills for Approval List 12-2020.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		

6 – Yes 0 – No

Motion carried.

COMMUNICATIONS

1. Received check in the amount of \$699.60 from Crown Communications for December rent.
2. Received and emailed code enforcement report for November as submitted by Mark Cypher.
3. Received 3rd quarter franchise fee from Comcast in the amount of \$13,693.35.
4. Received audit of Magisterial District Judge L. Anthony Bompiani as submitted by Westmoreland County Controller Jeffery Balzer.
5. Received Library report from Shirley Peffer. In addition, Mrs. Peffer stated she will continue as liaison if Council wishes.
6. Reported the traffic signals at Hillis Street are to be readjusted and time will be added once the East Hillis Street bridge reopens.

REPORT OF PUBLIC WORKS

Updates

- Reported the trucks are being prepped for the winter season.
- The parklet has been decorated.
- Preventive maintenance will begin on all equipment.

Mrs. Mazurek asked if the flower beds at the parklet could be weeded/cleaned out. In addition, requested an inventory of the maintenance building to be completed over the winter months.

REPORT OF THE ENGINEER

CDBG Project

Mr. Bove presented payment estimate #2 in the amount of \$30,283.95, which does include the change order, for approval and submission to the County.

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to approve the submission of payment #2 to Westmoreland County in the amount of \$30,283.95.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		

6 – Yes 0 – No
Motion carried.

Proposed Stormwater Ordinance

It is still a work in progress. Hoping to have something the Borough Manager by tomorrow. He reported if a property owner increases impervious area, they will have to do something to comply. Will need advertised as soon as possible.

REPORT OF THE SOLICITOR

No report.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

2021 Meeting Dates

Motion by Mr. Lutz, seconded by Mrs. Mazurek, to advertise the 2021 meeting dates as presented.
Motion carried.

East Hillis Street Bridge Invoices

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to approve payment to Pennoni in the amount of \$667.76 for part 3, supplement 7.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		

6 – Yes 0 – No
Motion carried.

Motion by Mrs. Mazurek, seconded by Mrs. Long, to approve payment to Frank Gavlik and Sons in the amount of \$112,994.77 for Invoice No. 8 and \$103,508.65 for Invoice No. 9.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		

6 – Yes 0 – No
Motion carried.

Representative Nelson's Lease Renewal

Motion by Mr. Crago, seconded by Mrs. Long, to renew the lease with Representative Nelson. Lease to expire November 30, 2022.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		

6 – Yes 0 – No
Motion carried.

2021 Final Budget

General Fund Revenues	\$ 954,607.00
General Fund Expenses	\$ 954,607.00

Motion by Mr. Cowherd, seconded by Mrs. Mazurek, to adopt the 2021 budget as proposed and advertised.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		
6 – Yes	0 – No		

Motion carried

Resolution No. 08-2020 – 2021 Tax Levy

Motion by Mr. Lutz, seconded by Mr. Cowherd, to adopt Resolution No. 08-2020, stating the 2021 tax millage at seventeen (17). In addition, said resolution includes the Act 511 taxes.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		
6 – Yes	0 – No		

Motion carried

REPORT OF MAYOR LONG

Mayor Long announced the Holiday House Decorating Contest. Registration will begin on December 7th and run through December 17th. He will judge the weekend of December 18th. Winners will be announced at the Agenda Meeting on December 21st.

STORMWATER MANAGEMENT/COMMUNITY DEVELOPMENT – MR. VASTELL

Absent

Mrs. Mazurek reported on Mr. Vastell's behalf that Santa will visit the Borough on Saturday, December 12th. A video message will be live streamed on Facebook.

PUBLIC SAFETY – MR. CRAGO

Questioned when the meeting with Shop-N-Save would be.

President Palmquist reported the Borough Manager is working on a meeting date with PennDOT.

FINANCE/PERSONNEL/DIGITAL MEDIA/BUILDING & GROUNDS/GRANTS - MR. COWHERD

Employee Gift Cards

Motion by Mr. Cowherd, seconded by Mrs. Mazurek, to approve the purchase of \$50.00 Shop-N-Save gift cards for all fulltime employees.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Lutz	- Yes
Mr. Vastell	- Absent	Mrs. Mazurek	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Crago	- Yes		
6 – Yes	0 – No		

Motion carried.

Employee Handbook

Reported the Committee is working on some recommendations for changes to the employee handbook.

RECREATION – MRS. LONG

No report

ORDINANCE/ZONING – MRS. MAZUREK

Reported she shared some ordinance information with Mr. Lutz.

Mrs. Mazurek asked if there was any feedback from the Covid 19 policy. She suggested the Covid-19 policy should be adjusted to read the requirements are subject to change per CDC/State guidelines.

PUBLIC WORKS – MR. LUTZ

Mr. Lutz reported YARD will be selling a \$400.00 meat ticket. Meat will be from Espy's. They are available from YARD members and at the Borough office. YARD would like to contribute to Parklet decorations in 2021.

REPORT OF PRESIDENT PALMQUIST

No report.

ADJOURNMENT

President Palmquist announced the following dates:

- | | |
|------------------|--|
| December 21 | - Agenda Meeting @ 7:00 PM |
| December 24 & 25 | - Holiday, Christmas, Office Closed |
| January 1 | - Holiday, New Year's Day, Office Closed |
| January 4 | - Regular Meeting @ 7:00 PM |

Motion by Mr. Lutz, seconded by Mr. Cowherd, to adjourn the meeting.

Meeting adjourned at 7:38 PM.

Respectfully submitted,

Diane M. Schaefer

Diane M. Schaefer
Secretary

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL