

Thought for the Day – “Let everyone sweep in front of his own door, and the whole world will be clean.”
~ Johann Wolfgang von Goether

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

President Palmquist, Vice-President Cowherd, Mr. Crago, Mrs. Long, Mr. Lutz, Mrs. Mazurek, Mayor Long, Engineer Bove, Solicitor DiMascio, Public Works Supervisor Derco and Borough Manager Schaefer
Mr. Vastell was absent.

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

Public Attendance – 3

PUBLIC COMMENT

1. Mr. Matt Peoria of 507 South 9th Street requested to be placed on the agenda. He explained he needs to do some further research on the items he would like to address.

APPROVAL OF MINUTES

Motion by Mrs. Mazurek, seconded by Mrs. Long, to approve the minutes of April 5, 2021 and April 26, 2021, as presented.
Motion carried.

REPORT OF THE TAX COLLECTORS

The Borough Manager distributed the report from Kenneth W. Reger for the period ended April 16, 2021 for real estate tax collection; \$56,700.76. She distributed the report from Berkheimer Tax Administrator for month April 30, 2021 Earned Income Tax, \$10,903.47; Local Service Tax, \$1,928.53.

Report of permits issued April 1, 2021 through April 30, 2021.

Report of Realty Transfer Fees 03/01/2021 through 03/31/2021, check remitted in the amount of \$2,529.50.

TREASURERS REPORT

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending March 31, 2021.

	General Fund Balance Sheet
Total Assets	\$2,037,318.99
Total Liabilities	100,769.24
Fund Balance Reserve	82,000.00
Retained Earnings	1,783,108.64
Income 03/31/2021	71,441.11
Total Liabilities & Equity	\$2,037,318.99
Total Revenues	\$ 141,263.55
Total Expenses	146,117.51
Total Deficit	\$ 4,853.96

The Borough Manager presented the Treasurer’s Report, for the period ending January 31, 2021.

<u>Treasurer's Report of Fund Balances as of March 31, 2021</u>	
Capital Improvement Fund – General	\$152,534.55
Liquid Fuels Fund	118,104.15
Capital Improvement Fund - P & P	37,201.79
Fire Equipment & Apparatus	41,707.83

Act 13 Fund	22,212.64
Cemetery Fund	4,520.78
Perpetual Care Fund	4,507.94
Perpetual Care – C.D.	5,978.52
Perpetual Care – C.D.	12,608.46
C.D.-Mellon Bank	4,311.14
Playground Fund	10,680.50
Building Fund	158,801.05
Bond Refinance	\$115,904.96

BILLS FOR APPROVAL

The secretary presented Bills for Approval dated May 3, 2021, List 05-2021, General Fund - \$99,093.78. Motion by Mr. Lutz, seconded by Mr. Cowherd, to approve Bills for Approval List 05-2021.

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 May rent.

2. Received and emailed code enforcement report for month of April as submitted by Mark Cypher.

3. Received letter from Helen Metrich of 704 Sherwood Circle regarding the Sherwood Circle 2020 street project. Letter was publicly read.

4. Received information from the Private Industry Council regarding the Experience Works program. Information was shared with the Personnel Committee for discussion/review.

5. For informational purposes, the Westmoreland County TCC has sent an email to Berkheimer authorizing their request to waive penalty and interest fees for the filing of the Earned Income Tax to coordinate with the Federal and State tax filing deadline of May 17th.

6. The office staff is working with the Building Grounds Committee in obtaining quotes for landscaping work in front of the building.

7. The Borough Manager is waiting for information from the Insurance Company regarding the requirements necessary for the possible hiring of a 16 year old employee.

REPORT OF PUBLIC WORKS

Updates

- Reported the Public Works Department fixed the split rail fence at Klingensmith Park.
- Spring crack sealing has been completed.
- The restoration on the Sherwood Circle project will begin as soon as possible.

REPORT OF THE ENGINEER

1. CDBG Project Update

PNP ADA – Reported as of date, the following still needs to be completed:

- Two new doors need painted and hardware needs installed.
- All shower hardware needs installed.
- Restoration in between fences.
- Touch-up paint on block walls.

Everything is to be completed by May 4th. Sheraw prefers not to paint doors or touch-up the paint until after the ceiling is installed.

A punch list will need to be scheduled before final payment is requested.

- The ceiling (PNP contracted) is to be done in the next couple weeks.
- The PNP parking lot will be started within the next few days.

REPORT OF THE SOLICITOR

Solicitor Updates

No report.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

Traffic Signal Maintenance Agreement

Motion by Mr. Lutz, seconded by Mrs. Mazurek, to approve the Traffic Signal Maintenance agreement with PennDOT.

Motion carried.

REPORT OF MAYOR LONG

Mayor Long reported the following:

- There will be no Memorial Day parade this year.
- He has been addressing some concerns of residents.
- Earth Day was successful. He thanked Marcia's Bakery and Rocco's for their donation. In addition, he thanked all of the volunteers who participated.
- He attended the grand opening of the Blue Knights.

STORMWATER MANAGEMENT/COMMUNITY DEVELOPMENT – MR. VASTELL

Absent

PUBLIC SAFETY – MR. CRAGO

No report.

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

COWHERD

Wings Over Westmoreland

Announced the unveiling of the Wings Over Westmoreland-Youngwood will be on May 8th at 11:00 AM at Klingensmith Pavilion.

Request for Proposals – Solicitor and Engineer

Motion by Mr. Cowherd, seconded by Mrs. Mazurek, to solicit for request for proposals for the Solicitor and Engineer. Proposals are due in by June 16th.

Motion carried.

Seasonal Employee Pay Rate

Discussion was held on the pay rate for a seasonal employee. Mrs. Mazurek, stated a range of pay should be based on qualifications and willingness to work. After discussion, the pay rate for part-time seasonal employee was discussed to be \$10.00 to \$12.00/hour. In addition, direction was given to change the age from 18 to 16 on the fliers that were posted. A parent will need to sign off on drug/alcohol testing.

HVAC Service Contract – Mullen Refrigeration Service

Motion by Mr. Cowherd, seconded by Mrs. Long, to approve the HVAC service contracts with Mullen Refrigeration for the two units at the Borough Building and two units at the Public Works Building.

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.

RECREATION – MRS. LONG

Recreation Report

Motion by Mrs. Long, seconded by Mrs. Mazurek, to hire Garrett Harvey as a part-time seasonal concession employee at \$7.50/hour.

Motion carried.

Motion by Mrs. Long, seconded by Mr. Crago, to appoint Amy Topole to the Recreation Board. Term will expire May, 2022.

Motion carried.

ORDINANCE/ZONING – MRS. MAZUREK

No report

Mrs. Mazurek questioned the catch basins at Route 119/Burton not catching the water. In addition, trucks are still turning into to the neighborhood when missing the turnpike entrance.

Mr. Cowherd stated he would send a letter to the Turnpike Commission.

PUBLIC WORKS – MR. LUTZ

2021 Street Project

Discussion was held on the 2021 Street Project. It was discussed to complete the Sherwood Circle project this year. This would include Kennedy Way – paving and storm sewer and Sherwood Circle (Lincoln Avenue to End by Apartments) paving. In addition, South 6th Street (Depot to Chestnut Street) to include paving, storm sewer, sidewalk (in front of Borough Building) and curbing.

REPORT OF PRESIDENT PALMQUIST

No report.

ADJOURNMENT

President Palmquist announced the following dates:

May 31 - Holiday, Memorial Day, Office Closed
June 2 - Agenda Meeting @ 7:00 PM

Motion by Mrs. Mazurek, seconded by Mrs. Long, to adjourn the meeting.

Meeting adjourned at 8:42 PM.

Respectfully submitted,

Diane M. Schaefer

Diane M. Schaefer
Secretary

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL