

Thought for the Day – “Whatever you want to do, if you want to be great at it,
you have to love it and be able to make sacrifices for it.”
~ Maya Angelou

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, Solicitor DiMascio, Engineer Gibson-Thomas, Public Works Supervisor Derco and Borough Manager Schaefer.

Mrs. Long, Mr. Vastell and Mayor Long were absent.

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

Public Attendance – 5

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Motion by Mr. Lutz, seconded by Mrs. Mazurek, to approve the minutes of July 26, 2021 and August 2, 2021, as presented.

Motion carried.

REPORT OF THE TAX COLLECTORS

The Borough Manager distributed the report from Kenneth W. Reger for the period ended August 31, 2021, for real estate tax collection; \$439.83. She distributed the report from Berkheimer Tax Administrator for month August 31, 2021, Earned Income Tax, \$56,418.77; Local Service Tax, \$10,481.78.

Report of permits issued August 1, 2021 through August 31, 2021.

Report of Realty Transfer Fees 07/01/2021 through 07/31/2021, check remitted in the amount of \$4,916.76. Report of Realty Transfer Fees 08/01/2021 through 08/31/2021, check remitted in the amount of \$4,972.50.

TREASURERS REPORT

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

| | General Fund Balance Sheet |
|----------------------------|-------------------------------|
| Total Assets | \$2,392,657.98 |
| Total Liabilities | 12,314.08 |
| Fund Balance Reserve | 82,000.00 |
| Retained Earnings | 1,783,108.64 |
| Income 07/31/2021 | 466,712.26 |
| Total Liabilities & Equity | \$2,392,657.98 |
| | |
| Total Revenues | \$ 240,555.36 |
| Total Expenses | 155,917.98 |
| Total Income | \$ 84,637.38 |

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

| <u>Treasurer's Report of Fund Balances as of July 31, 2021</u> | |
|--|--------------|
| Capital Improvement Fund – General | \$152,591.10 |
| Liquid Fuels Fund | 102,799.48 |
| Capital Improvement Fund - P & P | 41,138.87 |
| Fire Equipment & Apparatus | 41,728.43 |
| Act 13 Fund | 22,223.62 |
| Cemetery Fund | 9,012.04 |
| Perpetual Care Fund | 4,509.61 |
| Perpetual Care – C.D. | 5,978.52 |
| Perpetual Care – C.D. | 12,608.46 |
| C.D.-Mellon Bank | 4,311.14 |
| Playground Fund | 10,684.46 |
| Building Fund | 158,896.80 |
| Bond Refinance | \$115,947.93 |

BILLS FOR APPROVAL

The secretary presented Bills for Approval dated September 8, 2021, List 09-2021, General Fund - \$38,904.04. Motion by Mr. Lutz, seconded by Mrs. Mazurek, to approve Bills for Approval List 09-2021, as presented. Motion carried.

COMMUNICATIONS

1. Read letter received August 9th from the Westmoreland County Tax office pertaining to Act 33, regarding tax sales.
2. Reported the Borough has until October 31st to apply for Act 152 Demofunds. If anyone has a property that they would like to demolish, they should contact the Borough office to discuss using Act 152 Demofunds.
3. Read the report of findings from the DEP for the dumpsite at the Park & Pool.
4. Presented the 2022 minimum municipal obligation for pension plans reporting the Borough's general obligation for pension plans at \$14,810.00. The MMO is calculated by the estimated 2021 W2 payroll for covered members.
5. Read thank you letter from the Youngwood Volunteer Fire Department.
6. Received check in the amount of \$804.54 from Crown Communications for September rent.
7. Received and emailed code enforcement report for month of August as submitted by Mark Cypher.
8. Received invitation to the 2021 Westmoreland Conversation District Awards Reception on Wednesday, October 6th from 6:00 PM – 8:00 PM at the Conservation Center. RSVP is needed.
9. Announced information for the PSAB advocacy action network.
10. Received deposit in the amount of \$13,686.24 from Comcast for 2nd quarter 2021 franchise fee.

REPORT OF PUBLIC WORKS

Reported he has created a brush pick-up form that he will email to all of Council tomorrow.

REPORT OF THE ENGINEER

No. report. At this time, President Palmquist welcomed the team of Gibson-Thomas.

REPORT OF THE SOLICITOR

COVID Policy

Reviewed the policy for Council. Reported the Employee Handbook will need to be amended to include the policy. In addition, each employee should receive a copy of the policy and sign-off on it.

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to amend the employee handbook to include the COVID policy. The policy will be retroactive to January 1, 2021.

Roll Call Vote:

| | | | |
|-------------|----------|---------------|-------|
| Mrs. Long | - Absent | Mr. Lutz | - Yes |
| Mr. Vastell | - Absent | Mrs. Mazurek | - Yes |
| Mr. Cowherd | - No | Mr. Palmquist | - Yes |
| Mr. Crago | - Yes | | |

4 – Yes 1 – No

Motion carried.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

East Hillis Street Bridge Invoice

Motion by Mr. Lutz, seconded by Mr. Cowherd, to pay PennDOT in the amount of \$555.69 for the work completed on the East Hillis Street Bridge project.

Roll Call Vote:

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

5 – Yes 0 – No

Motion carried.

Street Closure Request – Holy Cross Church

Motion by Mr. Crago, seconded by Mr. Cowherd, to approve the request of Holy Cross Church to close South 8th Street from Depot Street to Chestnut Street on Saturday, September 25th 4:00 PM – 9:00 PM and on Sunday, September 26th from 10:00 AM – 7:00 PM.

Motion carried.

Request to attend PSAB Fall Conference

Motion by Mrs. Mazurek, seconded by Mr. Lutz, to approve the request of Mr. Cowherd to attend the PSAB Fall Conference in Erie, October 8th – October 11th, at a cost of \$544.34.

Roll Call Vote:

| | | | |
|-------------|-------------|---------------|-------|
| Mrs. Long | - Absent | Mr. Lutz | - Yes |
| Mr. Vastell | - Absent | Mrs. Mazurek | - Yes |
| Mr. Cowherd | - Abstained | Mr. Palmquist | - Yes |
| Mr. Crago | - No | | |

3 – Yes 1 – No

Motion carried.

CDBG – PNP Project – Payment Estimate #5

Motion by Mr. Crago, seconded by Mr. Lutz, to approve payment estimate #5 for Sheraw Construction in the amount of \$19,311.60 to be submitted to the County.

Roll Call Vote:

| | | | |
|-------------|----------|---------------|-------|
| Mrs. Long | - Absent | Mr. Lutz | - Yes |
| Mr. Vastell | - Absent | Mrs. Mazurek | - No |
| Mr. Cowherd | - Yes | Mr. Palmquist | - Yes |
| Mr. Crago | - Yes | | |

3 – Yes 1 – No
Motion carried.

CDBG – ADA Ramps

Motion by Mrs. Mazurek, seconded by Mr. Cowherd, to award the contract to Frank Gavlik & Sons, deleting six ramps, due to the contract bid amount being higher than the CDBG amount. The amount of the contract will be \$95,992.80.

Roll Call Vote:

| | | | |
|-------------|----------|---------------|-------|
| Mrs. Long | - Absent | Mr. Lutz | - Yes |
| Mr. Vastell | - Absent | Mrs. Mazurek | - Yes |
| Mr. Cowherd | - Yes | Mr. Palmquist | - Yes |
| Mr. Crago | - No | | |

3 – Yes 1 – No
Motion carried.

REPORT OF MAYOR LONG

Absent

Secretary Schaefer read the Mayor's report. A Halloween Parade will not be organized this year by the Committee. Individual neighborhoods will have the ability to organize and promote Halloween themed gatherings. Trick or Treat time will be discussed at the September agenda meeting.

STORMWATER MANAGEMENT/COMMUNITY DEVELOPMENT – MR. VASTELL

Absent

PUBLIC SAFETY – MR. CRAGO

Handicap Parking Request

Motion by Mr. Crago, seconded by Mr. Lutz, to approve the handicap parking space request at 302 North 3rd Street.

Motion carried.

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

Budget Requests Due

Announced the preliminary budget requests are due by September 17, 2021.

RECREATION – MRS. LONG

Recreation Report

Absent

Secretary Schaefer gave the Recreation Report for Mrs. Long. There are 90 children in the Fall Ball program from T-Ball to 12U. Fall Ball started on August 30th and runs through October 9th. There are two open seats on the Rec Board for anyone interested in serving on the Board.

In addition, Mrs. Long would like to recommend the Veteran's banners that other communities offer. Mr. Cowherd had discussed this before and will look back into the matter.

ORDINANCE/ZONING – MRS. MAZUREK

Truck Signage

Mrs. Mazurek questioned the truck signage at Burton Avenue. She explained coming in on Route 119 North you cannot see the signs.

PUBLIC WORKS – MR. LUTZ

No report.

REPORT OF PRESIDENT PALMQUIST

Savvy Citizen

Requested all of Council review the information submitted by Savvy Citizen and a discussion will had at the next meeting.

ADJOURNMENT

President Palmquist announced the following dates:
September 27 - Agenda Meeting @ 7:00 PM
October 4 - Regular Meeting @ 7:00 PM

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

Meeting adjourned at 8:00 PM.

Respectfully submitted,

Diane M. Schaefer

Diane M. Schaefer
Secretary

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL