

Thought for the Day – “A moment’s insight is sometimes worth a life’s experience.”

~ Oliver Wendell Holmes

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

Mayor Long opened the meeting with a prayer.  
Mr. Vastell led the Pledge of Allegiance to the Flag.

Public Attendance – 5

### **PUBLIC COMMENT – STORMWATER MANAGEMENT**

1. Mr. Schmitt of Gibson-Thomas reported the stormwater issue at the corner of 5<sup>th</sup> and Depot Streets will be reviewed. When closing pools remember chlorine and salt adversely affect stormwater.

### **PUBLIC COMMENT**

None

### **APPROVAL OF MINUTES**

Motion by Mr. Crago, seconded by Mr. Lutz, to approve the minutes of August 30, 2021 and September 8, 2021, as presented.

Motion carried.

### **REPORT OF THE TAX COLLECTORS**

The Borough Manager reported no report was received from Kenneth W. Reger as of date. She distributed the report from Berkheimer Tax Administrator for month September 30, 2021, Earned Income Tax, \$16,387.60; Local Service Tax, \$1,406.55.

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

Report of Realty Transfer Fees was not received as of date.

### **TREASURERS REPORT**

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

General Fund Balance Sheet	
Total Assets	\$2,459,824.12
Total Liabilities	58,837.48
Fund Balance Reserve	82,000.00
Retained Earnings	1,783,108.64
Income 08/31/2021	535,878.00
Total Liabilities & Equity	\$2,459,824.12
Total Revenues	\$ 127,910.73
Total Expenses	59,193.84
Total Income	\$ 68,716.89

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

<u>Treasurer's Report of Fund Balances as of August 31, 2021</u>	
Capital Improvement Fund – General	\$152,629.98
Liquid Fuels Fund	99,658.82

Capital Improvement Fund - P & P	41,144.28
Fire Equipment & Apparatus	41,733.92
Act 13 Fund	25,363.20
Cemetery Fund	10,937.23
Perpetual Care Fund	4,530.93
Perpetual Care – C.D.	6,028.73
Perpetual Care – C.D.	12,854.90
C.D.-Mellon Bank	4,311.14
Playground Fund	10,684.46
Building Fund	158,922.30
Bond Refinance	\$115,947.93

### **BILLS FOR APPROVAL**

The secretary presented Bills for Approval dated October 4, 2021, List 10-2021, General Fund - \$43,786.50. Motion by Mr. Vastell, seconded by Mrs. Long, to approve Bills for Approval List 10-2021, as presented.  
Motion carried.

### **COMMUNICATIONS**

1. Presented Park & Pool report submitted by Shannon Moore.
2. Reported on the 2021 Street Project Update.
3. Received check in the amount of \$804.54 from Crown Communications for October rent.
4. Received and emailed code enforcement report for month of September as submitted by Mark Cypher.
5. Received and distributed the Library report as submitted by Shirley Peffer.
6. Received and read resignation letter from Shirley Peffer effective March 2022.
7. Received check in the amount of \$846.76 for PURTA distribution for tax year 2020.
8. Received copy of MS4 Report for period July 1, 2020 to June 30, 2021 as submitted by Bove-Engineering.
9. Received deposit in the amount of \$1,714.98 for Act 101, 904 Recycling Performance Grant for calendar year 2019.
10. Received deposit in the amount of \$16,973.87 for the 2021 Commonwealth allocation in benefit of the non-uniform pension fund.
11. Received deposit in the amount of \$13,126.60 for the 2021 Commonwealth allocation supporting the Volunteer Fire Relief Association in benefit of the Youngwood Volunteer Fire Department. The proceeds must be paid over within 60 days.
12. Received deposit in the amount of \$4,410.06 from Westmoreland County for 3<sup>rd</sup> quarter 2021 delinquent tax collection.

The Borough Manager reported she would like to see Council continue the Holiday House Decorating Contest this year.

### **REPORT OF PUBLIC WORKS**

#### Leaf Pick-Up

Announced leaf pick-up will begin the week of October 25<sup>th</sup>. Monday/Tuesday – North of Depot Street; Wednesday/Thursday – South of Depot Street; Friday – makeup day. Leaves must be raked to the curb line, not on the street. No garbage, sticks, etc. should be in the leaf piles.

### **REPORT OF THE ENGINEER**

#### 2022 CDBG Application

Reported they are in the process of obtaining income surveys for the 2022 CDBG project of alley restoration between 4<sup>th</sup> and 5<sup>th</sup> Streets between Chestnut and Lowe Streets. Income surveys are necessary to see if the area qualifies for funding.

In addition, a written Engineer's report was submitted to Council.

**REPORT OF THE SOLICITOR**

Reported she did review the donation request form/policy submitted by Mrs. Mazurek.

**NEW BUSINESS – COMMITTEE REPORTS**

**NEW BUSINESS**

**Authority Bank Accounts**

Motion by Mr. Crago, seconded by Mrs. Mazurek, to authorize the Manager to close the four Youngwood Borough Authority bank accounts and place the funds in the PLGIT account. The total amount of the accounts is \$305,303.05.

**Roll Call Vote:**

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

7 – Yes      0 – No

Motion carried.

**BNY Mellon**

Motion by Mr. Crago, seconded by Mr. Vastell, to approve bond payment to BNY Mellon in the amount of 93,846.88.

**Roll Call Vote:**

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

7 – Yes      0 – No

Motion carried.

**Tots-N-Tikes Street Closure**

Motion by Mr. Crago, seconded by Mr. Vastell, to approve the Tots-N-Tikes request to close South 8<sup>th</sup> Street between Depot and Chestnut Streets from 9:30 AM – 11:30 AM on Friday, October 29<sup>th</sup> for its Trunk or Treat.

Motion carried.

**REPORT OF MAYOR LONG**

Reported he attended the Five Star Trail meeting. There have been and will be upgrades on the trail. At the meeting, the Borough Public Works Department was thanked for the work they do along the trail.

**STORMWATER MANAGEMENT/COMMUNITY DEVELOPMENT – MR. VASTELL**

No report.

**PUBLIC SAFETY – MR. CRAGO**

**Cemetery**

Recommended obtaining quotes maintenance at the Cemetery.

Reported he did look at South 2<sup>nd</sup> Street per the petition that was submitted for a streetlight. He reported most of the problem is trees blocking the present streetlights. Recommended sending property owners letters to trim the trees.

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

**Budget Meeting**

Announced the Budget meeting will be held on October 13<sup>th</sup> at 7:00 PM.

**RECREATION – MRS. LONG**

**Recreation Report**

No report.

Mrs. Long questioned if painting the word SLOW could be done on Locust Street. She reported people drive fast from South 7<sup>th</sup> to 4<sup>th</sup> street since there are no stop signs. She has talked to some people asking that they slow down.

**ORDINANCE/ZONING – MRS. MAZUREK**

**Donation Request Form/Policy**

She reported she created a form and policy for when Nonprofits, etc. request funds from the Borough. There will be specific requirements that need to be met. Mrs. Mazurek asked each Councilperson to review what was submitted discussion at the next meeting.

**PUBLIC WORKS – MR. LUTZ**

**F-650**

Discussion was had on how to proceed with the F-650.

At this time, President Palmquist passed the gavel to Vice-President Cowherd to Chair the meeting.

Motion by Mr. Palmquist, seconded by Mrs. Mazurek, to place the F-650 on Muncibid from October 6<sup>th</sup> to October 22<sup>nd</sup> and to place the reserve at \$70,000.00.

**Roll Call Vote:**

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

7 – Yes      0 – No

Motion carried.

At this time, President Palmquist resumed as Chair of the meeting.

**REPORT OF PRESIDENT PALMQUIST**

**Savvy Citizen**

He will be asking for Council's direction at the next meeting on whether to continue or discontinue the use of Savvy Citizen.

He reported he will be speaking with Ed Christofano about a small Holiday event at the park sometime in December.

**ADJOURNMENT**

President Palmquist announced the following dates:

October 13	- Budget Meeting @ 7:00 PM
October 25	- Agenda Meeting @ 7:00 PM
October 31	- Trick or Treat 4:00 PM to 6:00 PM
November 1	- Regular Meeting @ 7:00 PM

Motion by Mrs. Long, seconded by Mr. Vastell, to adjourn the meeting.

Meeting adjourned at 8:15 PM.

Respectfully submitted,

*Diane M. Schaefer*

Diane M. Schaefer  
Secretary

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Scott Palmquist, President  
YOUNGWOOD BOROUGH COUNCIL