

Thought for the Day – “Hem your blessings with thankfulness so they don’t unravel.”

~ Author Unknown

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.

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

Public Attendance – 8

EXECUTIVE SESSION

At this time, an executive session was called for to discuss litigation.
7:01 PM -7:32 PM

PUBLIC COMMENT

1. Tom Miller of 611 South 5th Street was present concerning two abandoned vehicles parked on the block.
2. George Bossart of 26 South 6th Street was present regarding the status of the South 6th Street project.
3. Lynda Sukolsky of 28 South 6th Street was present regarding the status of the South 6th Street project and her recycling being missed.

APPROVAL OF MINUTES

Motion by Mr. Lutz, seconded by Mr. Crago, to approve the minutes of October 4, 2021, as presented.
Motion carried.

REPORT OF THE TAX COLLECTORS

The Borough Manager distributed the report from Kenneth W. Reger for the period ended September 30, 2021 for real estate tax collection \$1,091.71. She distributed the report from Berkheimer Tax Administrator for month October 31, 2021, Earned Income Tax, \$9,390.21; Local Service Tax, \$1,173.51.

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

Report of Realty Transfer Fees from September 1, 2021 through September 30, 2021 and check remitted in the amount of \$4,180.00.

TREASURERS REPORT

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending September 30, 2021.

General Fund Balance Sheet

Total Assets	\$2,455,706.20
Total Liabilities	110,877.90
Fund Balance Reserve	82,000.00
Retained Earnings	1,783,108.64
Income 09/30/2021	479,719.66
Total Liabilities & Equity	\$2,455,706.20
Total Revenues	\$ 55,431.43
Total Expenses	95,457.20
Total Deficit	\$ 40,025.77

The Borough Manager presented the Treasurer's Report, for the period ending September 30, 2021.

Treasurer's Report of Fund Balances as of September 30, 2021

Capital Improvement Fund – General	\$154,363.78
Liquid Fuels Fund	96,516.94
Capital Improvement Fund - P & P	41,953.99
Fire Equipment & Apparatus	41,739.07
Act 13 Fund	25,366.32
Cemetery Fund	3,488.54
Perpetual Care Fund	4,532.64
Perpetual Care – C.D.	6,028.73
Perpetual Care – C.D.	12,854.90
C.D.-Mellon Bank	4,311.14
Playground Fund	7,902.83
Building Fund	158,946.21
Bond Refinance	\$115,991.77

BILLS FOR APPROVAL

The secretary presented Bills for Approval dated November 1, 2021, List 11-2021, General Fund - \$263,510.99. Motion by Mrs. Long, seconded by Mrs. Mazurek, to approve Bills for Approval List 11-2021, as presented. Motion carried.

COMMUNICATIONS

1. Received deposit in the amount of \$804.54 from Crown Communications for November rent.

2. Received and emailed the Code Enforcement Report for the month of October as submitted by Mark Cypher.

3. Received deposit in the amount of \$4,410.06 from Westmoreland County for 3rd quarter 2021 delinquent tax collections.

4. Received audit of Tax Collector, Ken Reger, for the years ended December 31, 2019 and 2020 as submitted by DeBlasio and DeBlasio Associates.

5. Received the Borough's audit for the year ended December 31, 2020 as submitted by DeBlasio and DeBlasio Associates. Copies were distributed to Council.

6. Received letter dated October 20, 2021 from the Pennsylvania Department of Environmental Protection regarding the reporting of abandoned oil and gas wells. Letter was read.

7. Received letter from Tetra Tech regarding the PADEP notice of intent to remediate the DME Site. Letter was read.

8. Received the Westmoreland County Transit Authority Local Share Assessment for Fiscal Year 2021-2022 in the amount of \$1,543.50.

Motion by Mrs. Long, seconded by Mr. Lutz, to approve the WCTA Local Share Assessment for Fiscal Year 2021-2022 in the amount of \$1,543.50.

Motion carried.

9. Received Payment Estimate No. 1 for KGD Contracting in the amount of \$64,611.00.

Motion by Mrs. Long, seconded by Mr. Vastell, to approve the payment.

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.

10. Received request of KGD Contracting to being the South 6th Street project

on the upper side of the road. KGD will guarantee one lane completion. They are confident they can make a good transition from the pavement to the bricks, if they cannot achieve completion of the other lane. They submitted the weather forecast for the next ten days. Bove Engineering is recommending the project move forward and hopefully be completed this year.

Discussion regarding the project was held.

The project is not to occur until next spring. Completion of the project is to be done by May 1, 2022. Solicitor was given direction to prepare an addendum to the contract.

11. Received Final Payment Request from Jet Jack in the amount of \$1,831.75 for the CDBG PNP parking lot. The Maintenance Bond was received.

Motion by Mr. Vastell, seconded by Mr. Lutz, to approve the payment and submit the same to the County.

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.

REPORT OF PUBLIC WORKS

Leaf Pick-Up

Announced leaf pick-up is in progress and will end on December 3rd.

Snow Emergency Route

Announced the Snow Emergency Route on various streets began on November 1st and runs through March 31st.

REPORT OF THE ENGINEER

Updates

Reported they will be meeting with the staff to review possible projects, etc. Worked with the Borough Manager on a grading issue on Chestnut Street. An stop work order was sent.

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

REPORT OF THE SOLICITOR

No report.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

Towing RFP

Motion by Mrs. Long, seconded by Mrs. Mazurek, to approve obtaining request for proposals/quotes for a towing company to remove abandoned cars, etc. in the Borough.

Motion carried.

Cemetery Maintenance RFP

Motion by Mr. Crago, seconded by Mr. Vastell, to approve obtaining request for proposals/quotes for cemetery maintenance consisting of grass cutting and grave opening/closing and restoration.

Motion carried.

CDBG Subrecipient Agreement

Motion by Mr. Cowherd, seconded by Mr. Lutz, to approve the subrecipient agreement amending the budget for the CDBG ADA Project to \$106,426.80.

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.

REPORT OF MAYOR LONG

Reported he attended the Five Star Trail meeting. A trail monitoring class is being offered for those that are interested. A grant was submitted to upgrade the trail.

The Holiday House Decorating Contest will be held with judging on the weekend of December 17th. Registration deadline is December 10th.

STORMWATER MANAGEMENT/COMMUNITY DEVELOPMENT – MR. VASTELL

No report.

PUBLIC SAFETY – MR. CRAGO

No report.

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

2022 Proposed Budget/Advertise

Motion by Mr. Cowherd, seconded by Mr. Mazurek to advertise the 2022 proposed budget for public viewing with adoption at the meeting on December 6, 2021. The tax millage will remain at 17 mills.

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.

F-650

Motion by Mrs. Mazurek, seconded by Mr. Cowherd, to advertise for the sale of the F-650 with the bid opening on November 29, 2021.

Motion carried.

RECREATION – MRS. LONG

Recreation Report

An end of season workday was held.

ORDINANCE/ZONING – MRS. MAZUREK

Donation Request Form/Policy

Mrs. Mazurek reported she will hold this until the next meeting.

No Truck Turning – Draft Ordinance

Motion by Mrs. Mazurek, seconded by Mrs. Long, to advertise Ordinance No. 531 regarding no truck turning to be adopted at meeting on December 6, 2021.

Motion carried.

PUBLIC WORKS – MR. LUTZ

Safety Committee

Reported the Borough has been incident free for 917 days and the Fire Department, Park & Pool and Rec for 339 days.

Parklet

Reported the tree in the parklet will be trimmed at no charge. If a charge would be incurred, YARD will pay for it.

The Public Works Department will be decorating the parklet for the season.

At this time, Mr. Lutz questioned why YARD could not place their events on the parklet sign, since they paid for the sign and their funding gets donated back to the Borough in various ways.

Motion by Mr. Cowherd, seconded by Mr. Lutz, to permit YARD to advertise events on the parklet sign, as needed.
Motion carried.

REPORT OF PRESIDENT PALMQUIST

WCCC Update

Reported a zoom call will be held to discuss various ways WCCC can help the Borough with the Newsletter, etc.

Santa in the Joan B. Derco Memorial Park

Announced the event will be held on December 2nd from 6:30 PM – 8:30 PM. It will be a small event just to bring the community together and let the kids enjoy an evening visiting Santa.

ADJOURNMENT

President Palmquist announced the following dates:

- | | |
|------------------|--------------------------------------|
| November 2 | - Election Day @ Youngwood Fire Hall |
| November 11 | - Veteran's Day – Office Closed |
| November 25 & 26 | - Thanksgiving Day – Office Closed |
| November 29 | - Agenda Meeting @ 7:00 PM |
| December 6 | - Council Meeting @ 7:00 PM |

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

Meeting adjourned at 8:48 PM.

Respectfully submitted,

Diane M. Schaefer

Diane M. Schaefer
Secretary

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL