

Thought for the Day – “Consider how hard it is to change yourself and you’ll understand what little chance you have trying to change others.”

~ Arnold H. Glasgow

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

Mrs. Long and Mrs. Mazurek were absent.  
Mr. Lutz opened the meeting with a prayer.  
Mr. Crago led the Pledge of Allegiance to the Flag.

Public Attendance – 4

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

Mr. Schmitt announced the public message for the month of December to clean up after your pet. Don’t let pet waste get washed down into the storm drain or inlets within the street.

#### **PUBLIC COMMENT**

1. Diane Schaefer, Westmoreland County’s PSAB representative presented three awards on behalf of PSAB. Mr. Palmquist received an award for serving ten years on Council. Mayor Long received an award for serving twenty or more years on Council. Mr. Crago received an award for twenty or more years on Council.

2. John Hajdukiewicz of 19 North 4<sup>th</sup> Street was present to let Council know that there is no light shining on the front steps when you walk to the Borough building.

#### **APPROVAL OF MINUTES**

Motion by Mr. Lutz, seconded by Mr. Vastell, to approve the minutes of October 25, 2021 and November 1, 2021, as presented.

Motion carried.

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

The Borough Manager distributed the report from Kenneth W. Reger for the period ended October 31, 2021 for real estate tax collection \$0.00. She distributed the report from Berkheimer Tax Administrator for month November 30, 2021, Earned Income Tax, \$58,010.97; Local Service Tax, \$9,869.55.

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

Report of Realty Transfer Fees from October 1, 2021 through October 31, 2021, no fees received.

#### **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	\$2,325,049.45
Total Liabilities	82,389.14
Fund Balance Reserve	82,000.00
Retained Earnings	1,783,108.64
Income 10/31/2021	328,729.94
Total Liabilities & Equity	\$2,325,049.45
Total Revenues	\$ 70,389.39
Total Expenses	221,379.11
Total Deficit	\$ 150,989.72

The Borough Manager presented the Treasurer's Report, for the period ending October 31, 2021.

Treasurer's Report of Fund Balances as of October 31, 2021

Capital Improvement Fund – General	\$154,381.97
Liquid Fuels Fund	93,374.28
Capital Improvement Fund - P & P	42,763.63
Fire Equipment & Apparatus	41,744.04
Act 13 Fund	25,369.35
Cemetery Fund	3,488.96
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	158,969.32
Bond Refinance	\$115,991.77

**BILLS FOR APPROVAL**

The secretary presented Bills for Approval dated December 6, 2021, List 12-2021, General Fund - \$172,436.73. Motion by Mr. Crago, seconded by Mr. Cowherd, to approve Bills for Approval List 12-2021, as presented.

Roll Call Vote:

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

5 – Yes 0 – No

Motion carried.

**COMMUNICATIONS**

1. Received deposit in the amount of \$804.54 from Crown Communications for December rent.
2. Received and emailed the Code Enforcement Report for the month of November as submitted by Mark Cypher.
3. Received deposit in the amount of \$13,945.65 from Comcast for 3<sup>rd</sup> quarter 2021 franchise fee.
4. Received Library report from Shirley Peffer for meeting November 16, 2021. Copy was emailed to Council. A new liaison is needed for the January meeting of the Library Board. Discussion was held with Youngwood Librarian for recommendations of any patron who may be interested.
5. The schedule for the Borough's codification process was emailed to all of Council.
6. A meeting was held with representatives from First Commonwealth Bank regarding the possibility of placing some Borough funds into its Money Market Public Funds program.

**REPORT OF PUBLIC WORKS**

Leaf Pick-Up

Announced leaf pick-up has ended on December 3<sup>rd</sup>.

F-650

The F-650 has been taken to the garage. When the truck was scanned it had 20 inactive codes. After clearing all codes and test driving, it was found there were 2 broken cables and 2 bad in the SCR system. All 4 cables were removed and replaced.

**REPORT OF THE ENGINEER**

Updates

Reported he met with the staff regarding stormwater issues at 5<sup>th</sup>/Hillis Streets, 5<sup>th</sup>/Depot Streets and Painter Street. He investigated a sump pump issue on South 7<sup>th</sup> Street.

He reported the staff will be submitting a green light go application.

**REPORT OF THE SOLICITOR**

Intergovernmental Agreement – Hempfield Township – East Hillis Street Bridge

Motion by Mr. Lutz, seconded by Mr. Cowherd, to enter into an intergovernmental agreement with Hempfield Township for the East Hillis Street Bridge project pending language approval from the Solicitor and Manager.

Motion carried.

2021 Street Project Addendum

Motion by Mr. Vastell, seconded by Mr. Cowherd, authorizing the Solicitor to prepare an addendum for KGD Contracting for the 2021 Street Improvement Project. The addendum will authorize extension and have a completion date of May 1<sup>st</sup>.

Motion carried.

**NEW BUSINESS – COMMITTEE REPORTS**

**NEW BUSINESS**

Ordinance No. 531

An ordinance of the Borough of Youngwood regulating truck traffic and designating no through truck streets; providing a penalty for violations; providing for severability; providing for an effective date.

Motion by Mr. Cowherd, seconded by Mr. Vastell, to adopt Ordinance No. 531, as presented.

Motion carried.

2022 Final Budget

General Fund Revenue	\$ 963,066.00
General Fund Expenditures	\$ 963,066.00

Motion by Mr. Cowherd, seconded by Mr. Lutz, to adopt the 2022 budget as proposed and advertised.

Roll Call Vote:

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

5 – Yes      0 – No

Motion carried.

Resolution No. 07-2021 – 2022 Tax Levy

Motion by Mr. Lutz, seconded by Mr. Cowherd, to adopt Resolution No. 07-2021, stating the 2022 tax millage at seventeen (17) mills. In addition, said resolution includes the Act 511 taxes.

Roll Call Vote:

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

5 – Yes      0 – No

Motion carried.

2022 Meeting Dates

Motion by Mr. Cowherd, seconded by Mr. Vastell, to advertise the 2022 meeting dates as presented.

Motion carried.

PSAB Training Program

Motion by Mr. Crago, seconded by Mr. Vastell, to join the PSAB Training Program at a cost of \$450.00.

Roll Call Vote:

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

5 – Yes      0 – No

Motion carried.

Resolution No. 08-2021 - Quit Claim Deed – Robert & Anna Kashin

Motion by Mr. Lutz, seconded by Mr. Cowherd, to approve Resolution No. 08-2021 authorizing and directing the transfer of ownership to certain land under the ownership of the Borough to Robert & Anna Kashin.

Motion carried.

CDBG – PNP ADA – Sheraw Final Payment

Motion by Mr. Vastell, seconded by Mr. Crago, to approve final payment in the amount of \$10,021.00 to Sheraw Contracting and submit the same to the County for approval.

Roll Call Vote:

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

5 – Yes      0 – No

Motion carried.

2021 SIP – KGD Contracting Payment

Motion by Mr. Vastell, seconded by Mr. Crago, to approve payment estimate #2 in the amount of \$92,853.50 to KGD Contracting for work completed to date on the 2021 SIP.

Roll Call Vote:

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

5 – Yes      0 – No

Motion carried.

CDBG – ADA Curb Ramps – Gavlik Payment

Motion by Mr. Lutz, seconded by Mr. Crago, to approve payment estimate #1 in the amount of \$91,193.16 to Frank Gavlik & Sons and submit the same to the County for approval.

Roll Call Vote:

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

5 – Yes      0 – No

Motion carried.

**REPORT OF MAYOR LONG**

Holiday House Decorating

Reported the Holiday House Decorating Contest is in process and registration will continue until December 10<sup>th</sup>. Winners will be announced on December 20<sup>th</sup>.

Santa in the Park

Reported the Santa in the Park was a fantastic event. There was a lot of positive feedback from those that attended, especially the location. Hopefully it will expand in the future.

Five Star Trail – Letter of Support

Motion by Mr. Cowherd, seconded by Mr. Lutz, to submit a letter of support to the Five Star Trail to move the trail from the active rail lines further back.

Motion carried.

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

No report.

Mr. Vastell requested Mr. Derco to look at the catch basin on 4<sup>th</sup> Street between Hillis and Lowe as it is ponding on the right side. Mr. Derco has talked with PennDOT regarding the basin being higher than the road. PennDOT explained it should correct itself when with road is finished.

**PUBLIC SAFETY – MR. CRAGO**

**Cemetery Contract**

Motion by Mr. Crago, seconded by Mr. Vastell, to award Dave’s Home Service the cemetery contract for mowing, grave opening/closing, grave restoration and installation of footers.

Motion carried.

Mr. Crago informed Council that, he, as Fire Chief, is working with other municipalities on ways to retain Volunteer Firefighters.

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

**Employee Gift Cards**

Motion by Mr. Cowherd, seconded by Mr. Lutz, to approve the purchase of \$100.00 gift cards for all fulltime employees.

**Roll Call Vote:**

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

5 – Yes      0 – No

Motion carried.

**Towing Agreement**

Motion by Mr. Cowherd, seconded by Mr. Lutz, to award DAB towing as the primary towing company for Borough needs and JK Towing as the secondary towing company. Contracts will need to be established and executed.

Motion carried.

**Dog Catcher/Animal Control**

Motion by Mr. Cowherd, seconded by Mr. Lutz, to approve Hideaway Kennels as the Borough’s animal control officer at a fee of \$125.00/month. Contract term of January 1, 2022 through December 31, 2022.

Motion carried.

**Employee Pay Increase**

Motion by Mr. Cowherd, seconded by Mr. Vastell, to approve a .50 cent raise for Zachary Derco retroactive to October 3, 2021 to comply with federal salary requirements.

**Roll Call Vote:**

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

5 – Yes      0 – No

Motion carried.

**RECREATION – MRS. LONG**

Absent

In lieu of Mrs. Long absence, Mrs. Schaefer gave the following report:

**Recreation Appointment**

Motion by Mr. Lutz, seconded by Mr. Vastell, to appoint Sam Kolick, to a one year term on the Recreation Board.

Motion carried.

Veteran’s Flags

Mrs. Long would like to see if there is still interest in obtaining the flags in memory of the Veteran’s. Mr. Cowherd will contact Mrs. Long regarding this matter.

Locust Street

Mrs. Long questioned when “SLOW” could be painted on Locust Street to help slow down traffic. Public Works Committee will review.

**ORDINANCE/ZONING – MRS. MAZUREK**

Absent

In lieu of Mrs. Mazurek absence, Mr. Lutz gave the following report:

Donation Request Form/Policy

Motion by Mr. Lutz, seconded by Mr. Cowherd, to approve the donation request form/policy as presented.

Roll Call Vote:

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

4 – Yes      1 – No

Motion carried.

Zoning Hearing Board

On behalf of Mrs. Mazurek, Mrs. Schaefer announced due to the election of Matthew Peoria to Borough Council, a vacancy will be created on the Zoning Hearing Board. Letters of interest to serve on the Zoning Hearing Board will be accepted until December 20<sup>th</sup>.

**PUBLIC WORKS – MR. LUTZ**

No report.

**REPORT OF PRESIDENT PALMQUIST**

Holiday Decorating Judges

President Palmquist appointed Mayor Long, Mr. Lutz and Mrs. Long to serve as the judges for the Holiday decorating contest.

**PUBLIC COMMENT**

1. Matthew Peoria of 507 South 9<sup>th</sup> Street stated Council could consider investing in Treasury I-Bonds. He questioned the installation of handicap ramps will impact stormwater due to the lower areas.

**ADJOURNMENT**

President Palmquist announced the following dates:

December 20	- Agenda Meeting @ 7:00 PM
December 23 & 24	- Christmas, Holiday – Office Closed
December 31	- New Year’s, Holiday - Office Closed
January 3	- Reorganization/Council Meeting @ 7:00 PM

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

Meeting adjourned at 8:36 PM.

Respectfully submitted,  
*Diane M. Schaefer*  
Diane M. Schaefer  
Secretary

\_\_\_\_\_  
Scott Palmquist, President  
YOUNGWOOD BOROUGH COUNCIL