

Thought for the Day – “The greatness of a community is most accurately measured by the compassionate actions of its members.”
~ Coretta Scott King

The Youngwood Borough Council met in Executive Session to discuss personnel and real estate matters prior to the regular meeting. 6:32 PM to 7:12 PM.

The Youngwood Borough Council held its regular session on the above date with the meeting being called to order at 7:13 PM and the following members present: President Palmquist, Vice-President Cowherd, Mrs. Wojtseck-Carty, Mr. Crago, Mrs. Long, Mr. Lutz, Engineer Schmitt, Solicitor DiMascio and Borough Manager Schaefer.

Mr. Peoria was absent.
Mr. Palmquist opened the meeting with a prayer.
Mrs. Long led the Pledge of Allegiance to the Flag.

Public Attendance – 5

PUBLIC COMMENT

1. Dave and Melissa Stanley of 125 Silvis Farm Road were present concerning the condition of their driveway due to water runoff.
2. Paul Kosko, candidate for Westmoreland County Commissioner, was present to introduce himself.
3. Peggy Sanner, of 307 Academy Street, was present to introduce herself as a candidate for Youngwood Borough Council.

APPROVAL OF MINUTES

Motion by Mr. Lutz, seconded by Mrs. Long, to approve the minutes of February 6, 2023, as presented.
Motion carried.

REPORT OF THE TAX COLLECTORS

The Borough Manager distributed the report from Kenneth W. Reger for the period ended January 31, 2023 for real estate tax collection – all delinquent taxes for 2022 have been submitted to the County for delinquent tax collections. She distributed the report from Berkheimer Tax Administrator for month ending February 28, 2023, Earned Income Tax, \$57,935.00; Local Service Tax, \$12,134.55.

Report of permits issued February 1, 2023 through February 28, 2023.

Report of Realty Transfer Fees from February 1, 2023 through February 28, 2023, \$1,775.00 was received.

TREASURERS REPORT

The Borough Manager presented the financial report on the accrual basis for the General Fund, audited, for the period ending December 31, 2022.

General Fund Balance Sheet

Total Assets	\$2,733,160.89
Total Liabilities	79,254.96
Fund Balance Reserve	82,000.20
Retained Earnings	2,005,239.28
Income 12/31/2022	567,133.80
Total Liabilities & Equity	\$2,733,160.89
Total Revenues	\$ 1,667,850.10
Total Expenses	1,100,716.30
Total Income	\$ 567,133.80

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending January 31, 2023.

General Fund Balance Sheet	
Total Assets	\$2,675,896.33
Total Liabilities	81,629.78
Fund Balance Reserve	82,000.20
Retained Earnings	2,572,373.08
Total Deficit 01/31/2023	59,639.38
Total Liabilities & Equity	\$2,675,896.33
Total Revenues	\$ 33,447.55
Total Expenses	93,086.93
Total Deficit	\$ 56,639.38

The Borough Manager presented the Treasurer’s Report, for the period ending January 31, 2023.

<u>Treasurer's Report of Fund Balances as of January 31, 2023</u>	
Capital Improvement Fund – General	\$189,749.91
Liquid Fuels Fund	82,255.13
Capital Improvement Fund - P & P	22,077.72
Fire Equipment & Apparatus	95,044.34
Act 13 Fund	21,455.60
Cemetery Fund	2,450.02
Perpetual Care Fund	5,959.86
Perpetual Care – C.D.	6,028.73
Perpetual Care – C.D.	12,873.55
C.D.-Mellon Bank	3,977.17
Playground Fund	6,284.95
ARPA Fund	299,985.42

BILLS FOR APPROVAL

The secretary presented Bills for Approval date March 6, 2023, List 03-2023, General Fund - \$43,731.24.

Motion by Mr. Crago, seconded by Mrs. Long, to approve Bills for Approval List 03-2023, as presented.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		
6 – Yes	0 – No		

Motion carried.

COMMUNICATIONS

1. Received deposit in the amount of \$804.54 from Crown Communications for March rent.
2. Received and emailed the Code Enforcement Report for the month of February submitted by Mark Cypher.
3. Received letter dated February 21, 2023 from PennDOT regarding traffic counts. Letter was read. Traffic counts will occur on Silvis Farm Road between Depot Street to Wineman Lane.
4. Received meeting notice for the Westmoreland County Boroughs Association on March 23rd at 5:30 PM at the Conservation District. Speaker is Amy Franz of the United Way of Southwestern Pennsylvania. RSVP needed by March 17th.
5. Received deposits in the amount of \$101,283.65 for Act 655 and \$6,520.00 for Act

32 liquid fuels allocation. Total amount deposited into the liquid fuels account is \$107,803.65.

6. Received deposit in the amount of \$12,873.48 from Comcast for 4th quarter 2022 franchise fees.

7. Announced Earth Day Clean-up will be held on Saturday, April 22nd from 8:00 AM to 12:00 PM. Please register at the Borough office if participating.

REPORT OF THE ENGINEER

Reported there is a stormwater pipe located at 410 South 4th Street that needs repaired prior to the construction of the Dunkin Donuts development.

Motion by Mr. Crago, seconded by Mrs. Long, to approve the repairs to a storm water pipe at 410 South 4th Street (future site of Dunkin Donuts) at the construction cost of \$9,784.27. Construction easements from both property owners will be needed.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- No
Mr. Peoria	Absent		
5 – Yes	1 – No		

Motion carried.

REPORT OF THE SOLICITOR

Reported the closing for the purchase of the Proctor property will be on March 2nd.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

Racetrack Road Project

Motion by Mr. Crago, seconded by Mr. Lutz, to approve payment to Hempfield Township in the amount of \$256,532.68 for the Borough's portion of the Racetrack Road Project.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		
6 – Yes	0 – No		

Motion carried.

Park'N'Pool Appointment

Motion by Mr. Cowherd, seconded by Mrs. Long, to appoint Emily Faulds to a three-year term on the Youngwood Area Park'N'Pool Board as recommended by the PNP Board. Term will expire December 31, 2025.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		
6 – Yes	0 – No		

Motion carried.

PSAB Conference

Motion by Mr. Lutz, seconded by Mrs. Long, to approve attendance for Councilmembers and the Borough Manager to attend the PSAB Conference in Hershey, June 4th – 7th.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		

6 – Yes 0 – No
Motion carried.

WCBA Banquet

Motion by Mrs. Long, seconded by Mrs. Wojtseck-Carty, to approve attendance for Councilmembers at the WCBA Banquet on April 28th at Lakeview Lounge.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		

6 – Yes 0 – No
Motion carried.

PA Tourism Signing Trust

No motion was made to approve the Youngwood Borough Office sign at 3rd/Depot through the PA Tourism Signing Trust.

Street Sweeper Purchase

Motion by Mr. Lutz, seconded by Mrs. Wojtseck-Carty, to approve the purchase of a Dulevo D3 Mechanical/Vac assist street sweeper from Bortek Industries through the Co-Stars program at a cost not to exceed \$220,000.00

Roll Call Vote:

Mrs. Long	- No	Mr. Crago	- No
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		

4 – Yes 2 – No
Motion carried.

Borough Office Hours

Motion by Mr. Crago, seconded by Mrs. Long, to approve changing the Borough office business hours on Wednesday's from 8:00 AM to 1:00 PM.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		

6 – Yes 0 – No
Motion carried.

2023-2024 Costars Salt Order

Motion by Mr. Crago, seconded by Mrs. Long, to approve the 2023-2024 Costars salt order in the amount of 450 tons.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	Absent		

6 – Yes 0 – No
Motion carried.

Recreation Appointments

Motion by Mrs. Wojtseck-Carty, seconded by Mr. Lutz, to appoint Sean Noschese, Kristy Soisson and Larry Kolick Jr. to a three-year term on the Youngwood Recreation Board as recommended by the Recreation Board. Terms will expire December 31, 2025.

Roll Call Vote:

Mrs. Long	- Yes	Mr. Crago	- Yes
Mrs. Carty	- Yes	Mr. Cowherd	- Yes

Mr. Lutz - Yes Mr. Palmquist - Yes
Mr. Peoria Absent
6 – Yes o – No
Motion carried.

Youngwood Recreation Complex Grass Cutting

Motion by Mrs. Wojstec-Carty, seconded by Mr. Lutz, to award the 2023 grass cutting at the Youngwood Recreation Facility to DLS landscaping in the amount of \$8,400.00.

Roll Call Vote:

Mrs. Long - Yes Mr. Crago - Yes
Mrs. Carty - Yes Mr. Cowherd - Yes
Mr. Lutz - Yes Mr. Palmquist - Yes
Mr. Peoria Absent
6 – Yes o – No
Motion carried.

Employee Resignation

Motion by Mr. Lutz, seconded by Mrs. Long, to accept the resignation of Public Works employee, Shane Covalsky, effective March 10, 2023.

Roll Call Vote:

Mrs. Long - Yes Mr. Crago - Yes
Mrs. Carty - Yes Mr. Cowherd - Yes
Mr. Lutz - Yes Mr. Palmquist - Yes
Mr. Peoria Absent
6 – Yes o – No
Motion carried.

REPORT OF MAYOR LONG

Community Outreach and Events

Attended the Five Star Trail meeting.

Announced the 125th Anniversary Bingo Fundraiser on March 26th at the Youngwood Fire Hall.

FINANCE/PERSONNEL – MR. COWHERD

Musical Play Instruments

Presented information on musical play instruments.

PUBLIC WORKS/BUILDINGS & GROUNDS – MR. LUTZ

Public Works Update

A meeting will be scheduled with representatives from CWCTC to discuss work that could be completed by students at the new public works building.

ORDINANCE/ZONING/PUBLIC SAFETY – MR. CRAGO

Ordinances

The Red X, Quality of Life, Business Registration and Litter ordinances are being reviewed by the Committee.

STORMWATER MANAGEMENT – MRS. WOJTSECK-CARTY/MR. PEORIA

Mrs. Wojtseck-Carty reported the Committee would like to meet with the Engineer and staff to discuss the annual MS₄ report and what will need completed this year. The Committee will be contacting Jim Pillsbury of the Conservation District to schedule an educational training for the public to meet the MS₄ requirements.

DIGITAL MEDIA/COMMUNICATIONS/GRANTS – MR. PEORIA

Absent

In the absence of Mr. Peoria, Mrs. Schaefer presented the grant update.

At this time, Council discussed the costs associated with applying for grants and the matching requirements. It was discussed to be selective on grant submissions. Submission of grants will be approved by all of Council prior to the Engineer beginning preliminary work.

RECREATION – MRS. WOJTSECK-CARTY

No report.

REPORT OF PRESIDENT PALMQUIST

He will be present for the closing of the purchase of the Proctor property for the new public works building.

He has been assisting the Personnel Committee with pre-screening of potential employees.

ADJOURNMENT

President Palmquist announced the following dates:

March 27 th	- Agenda Meeting @ 7:00 PM
April 3 rd	- Council Meeting @ 7:00 PM

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

Meeting adjourned at 8:49 PM.

Respectively submitted,

Diane M. Schaefer

Diane M. Schaefer
Borough Manager

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL