

Thought for the Day – “Work hard and be kind and amazing things will happen!”  
~ Conan O’Brien

The Youngwood Borough Council held its regular session on the above date with the meeting being called to order at 7:00 PM and the following members present:

President Palmquist, Vice-President Cowherd by phone, Mrs. Wojtseck-Carty, Mr. Crago, Mrs. Long, Mr. Lutz, Mayor Long, Engineer Steve Schmitt, Solicitor DiMascio by phone and Borough Administrative Assistant Mrs. Moore.

Mr. Peoria and Borough Manager Diane Schaefer were absent.

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

Public Attendance – 4

### **PUBLIC COMMENT**

1. Mike and Amanda Polites of 310 Depot Street were present concerning a block party that they would like to have on Depot Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets on September 9, 2023 from 4:00pm – 8:00pm. They would like to make this an annual event. They are requesting permission to close Depot Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets on September 9, 2023 between the hours of 4:00pm – 8:00pm.

### **APPROVAL OF MINUTES**

Motion by Mrs. Carty, seconded by Mrs. Long, to approve the minutes of May 1, 2023, as presented.

Motion carried.

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

The Borough Manager distributed the report from Kenneth W. Reger for the period ended April 30, 2023, for real estate tax collection \$309,757.59. She distributed the report from Berkheimer Tax Administrator for month ending April 30, 2023, Earned Income Tax, \$12,821.28; Local Service Tax, \$2,005.70.

Report of permits issued May 1, 2023, through May 31, 2023.

Report of Realty Transfer Fees from April 1, 2023, through April 30, 2023, \$4,335.52 was received.

### **TREASURERS REPORT**

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending April 30, 2023.

General Fund Balance Sheet	
Total Assets	\$2,266,864.65
Total Liabilities	81,543.80
Fund Balance Reserve	82,000.20
Retained Earnings	2,572,347.43
Total Deficit 04/30/2023	468,559.43
Total Liabilities & Equity	\$2,266,864.65
Total Revenues	\$ 201,470.46
Total Expenses	95,298.69
Total Income	\$ 106,171.77

The Borough Manager presented the Treasurer’s Report, for the period ending April 30, 2023.

<u>Treasurer's Report of Fund Balances as of April 30, 2023</u>	
Capital Improvement Fund – General	\$189,817.76
Liquid Fuels Fund	180,556.47
Capital Improvement Fund - P & P	24,499.81
Fire Equipment & Apparatus	95,078.32

Act 13 Fund	21,463.27
Cemetery Fund	4,530.44
Perpetual Care Fund	6,009.00
Perpetual Care – C.D.	6,028.73
Perpetual Care – C.D.	12,873.55
C.D.-Mellon Bank	3,977.17
Playground Fund	6,287.30
ARPA Fund	299,985.42

### BILLS FOR APPROVAL

The secretary presented Bills for Approval date June 5, 2023, List 06-2023, General Fund \$43,332.55.

Motion by Mr. Crago, seconded by Mrs. Long, to approve Bills for Approval List 06-2023, 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 June rent.
2. Received and emailed the Code Enforcement Report for the month of May submitted by Mark Cypher and Adam Hlad.
3. Received deposit in the amount of \$13,007.47 from Comcast for the 1<sup>st</sup> quarter 2023 franchise fee.
4. Received audit of Berkheimer Tax Innovations for the Westmoreland County Tax Collection for year ended December 31, 2002. Report on file at the Borough office.
5. Received audit of the Westmoreland County Landbank for year ended December 31, 2022. Report on file at the Borough office.
6. Received letter from Blended and Brewed regarding a block party on September 9<sup>th</sup> requesting a street closure. Letter was read.

### REPORT OF THE ENGINEER

#### Engineer Update

Dunkin Donuts – waiting to hear from PennDot.  
Greenways, Trails, and Rec. Grant – Submitted applications for Park n Pool Park upgrades and for the Parklet Sign to be upgraded.  
Traffic Staff submitted pre paperwork for sign updates. Do not need to worry about Trolley Line Sign.  
Public Works Survey – ready to request quotes. Can figure out date for starting on bins.  
Mr. Lutz asked for an update on the Parklet Sign – Mr. Schmitt reported that the application has been submitted and they are just waiting to hear back if the application is approved or denied.  
Have been doing small stormwater permit reviews for office staff.

### REPORT OF THE SOLICITOR

#### Solicitor Update

Looked at ordinances. Mr. Peoria had questions and change requests.  
Intermunicipal Liquor License Transfer Hearing – the transfer request is being presented by Avolio Law Group. Action can be taken at the meeting but will ultimately have to be approved by the Liquor Control Board.

**NEW BUSINESS – COMMITTEE REPORTS**

**NEW BUSINESS**

**Electrical Work – Public Works Building on Chestnut Street**

Public bids for the electrical work at the Public Works Building on Chestnut Street were opened on June 1, 2023 at 10:00am. (See Attachment A)

Motion by Mr. Lutz, seconded by Mr. Crago, to accept the Co-Stars quote of Schultheis Electric in the amount of \$51,865.00.

**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	0 – No		

Motion carried.

**Public Works Employee**

Motion by Mr. Lutz, seconded by Mr. Cowherd, to hire Earl Galley as a fulltime Public Works Laborer at a rate of \$17.50/hour upon completion of all pre-employment testing.

**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.

**Street Closure**

Motion by Mrs. Wojtseck-Carty, seconded by Mrs. Long, to approve the request from Blended and Brewed to close Depot Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets for a block party from 4:00pm – 8:00pm. Council suggested allowing extra time before 4:00pm for street to be closed for setup and an hour after 8:00pm to allow for cleanup.

Motion carried.

**July 3<sup>rd</sup> Meeting**

Motion by Mrs. Long, seconded by Mr. Lutz to cancel the July 3<sup>rd</sup> council meeting.

**Roll Call Vote:**

Mrs. Long	- No	Mr. Crago	- No
Mrs. Carty	- No	Mr. Cowherd	- Yes
Mr. Lutz	- Yes	Mr. Palmquist	- Yes
Mr. Peoria	- Absent		
3 – Yes	3 – No		

**Tie Breaker Vote:**

Mayor Long -No

Motion carried.

**REPORT OF MAYOR LONG**

**Community Outreach and Events**

Announced the 125<sup>th</sup> Anniversary Committee meeting will be held on Monday, June 19<sup>th</sup> at 6:30 PM.

Announced he will be attending the Five Star Trail Meeting on Tuesday, June 27<sup>th</sup>.

**FINANCE/PERSONNEL – MR. COWHERD**

**Police Survey Update**

Announced that the Police Survey is up and ready on the Website.

**PUBLIC WORKS/BUILDINGS & GROUNDS – MR. LUTZ**

**Public Works Update**

Two part-time summer Public Works maintenance employees started on June 5<sup>th</sup>. Thanked Renee and John Hajdukiewicz for helping to plant flowers at the Parklet. Public

Works employees have been patching potholes, removing graffiti, poured curb on Depot Street and have boom mowed.

Mr. Crago asked if trees could be cut back from the road signs on Wagner.

**ORDINANCE/ZONING/PUBLIC SAFETY – MR. CRAGO**

Reported that he has been working with the construction company to have the side streets opened back up by the end of the week.

Mr. Crago asked why an amphitheater could not be built at Park n Pool.

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

Reported that stormwater projects are being prioritized. Will need to schedule MS4 meeting to go over report.

**DIGITAL MEDIA/COMMUNICATIONS/GRANTS – MR. PEORIA**

Absent

**RECREATION – MRS. WOJTSECK-CARTY**

Recreation Update

No report from the recreation board.

Pickle Ball equipment is in. Need to finalize rules and hours.

**REPORT OF PRESIDENT PALMQUIST**

July 3<sup>rd</sup> Meeting

Discussed cancelling the July 3<sup>rd</sup> Council Meeting anticipating not enough attendance for a quorum.

Reported that he spoke with Mr. Christofano regarding offering all Borough Employees a nontransferable individual pool passes every summer for Park n Pool.

**ADJOURNMENT**

President Palmquist announced the following dates:

- |                       |  |
|-----------------------|--|
| June 19 <sup>th</sup> | - Holiday, Juneteenth, Office Closed       |
| June 26 <sup>th</sup> | - Agenda Meeting @ 7:00 PM                 |
| July 3 <sup>rd</sup>  | - Council Meeting @ 7:00 PM                |
| July 4 <sup>th</sup>  | - Holiday, Independence Day, Office Closed |

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

Meeting adjourned at 8:00 PM.

In the absence of the Borough Manager, the meeting minutes were prepared by Administrative Assistant, Shannon Moore

Respectively submitted,

*Diane M. Schaefer*

Diane M. Schaefer  
Borough Manager

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Scott Palmquist, President  
YOUNGWOOD BOROUGH COUNCIL