

Thought for the Day – “The greatest enemy of knowledge is not ignorance; it is the illusion of knowledge.”
~ Stephen Hawking

The Youngwood Borough Council met in Executive Session to discuss a litigation matter prior to the regular meeting. 6:50 PM to 7:20 PM

The Youngwood Borough Council held its regular session on the above date with the meeting being called to order at 7:22 PM and the following members present:

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

Mrs. Long and Borough Manager Diane Schaefer were absent.

Mr. Lutz opened the meeting with a prayer.
Mr. Cowherd led the Pledge of Allegiance to the Flag.

Public Attendance – 6

PUBLIC COMMENT – STORMWATER

1. Wash your vehicle at a commercial car wash or if washing at home, wash your vehicle in a grassy or gravel area, or divert your water into the grass or gravel area.

PUBLIC COMMENT

1. Janelle Narduzzi, the Library Liaison, was present to give an update. August 7th was the last day for the reading program. The fall schedule will be coming out soon. The library distributed information on free museum passes and they are hoping to add more museums to the list in the future. They will be holding a meeting to discuss fall fundraising.

2. Devon Snyder of 1 North 5th Street was present to express concern with the requested handicap space that was installed on the street in front of her house. She does not understand why it was not placed closer to the apartment building since that is where the resident that requested the handicap parking spot lives.

3. Mark Scalzitti, owner of Chapelview Apartments, was present to express the same concern about the handicap spot that was placed in front of Devon Snyder's house. He also feels that the handicap spot should have been placed closer to the apartment building.

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 June 30, 2023, for real estate tax collection \$24,688.76 and for tax period ended May 31, 2023, for real estate tax collection \$5,842.56. She distributed the report from Berkheimer Tax Administrator for month ending July 31, 2023, Earned Income Tax, \$12,053.50; Local Service Tax, \$950.90, June 30, 2023, Earned Income Tax, \$18,417.70; Local Service Tax, \$449.05 and May 31, 2023, Earned Income Tax, \$67,145.33; Local Service Tax, \$11,705.33

Report of permits issued June 1, 2023, through July 31, 2023.

Report of Realty Transfer Fees from May 1, 2023, through May 31, 2023, \$5,287.10 was received, June 1, 2023, through June 30, 2023, \$4,026.33 was received, July 1, 2023 through July 31, 2023, \$2,254.00 was received.

TREASURERS REPORT

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

General Fund
Balance Sheet

Total Assets	\$2,518,904.57
Total Liabilities	79,553.12
Fund Balance Reserve	82,000.20
Retained Earnings	2,572,347.43
Total Deficit 06/30/2023	214,528.83
Total Liabilities & Equity	\$2,518,904.57
Total Revenues	\$ 58,725.58
Total Expenses	92,635.84
Total Income	\$ -33,910.26

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

Treasurer's Report of Fund Balances as of July 31, 2023

Capital Improvement Fund – General	\$189,866.91
Liquid Fuels Fund	177,416.36
Capital Improvement Fund - P & P	26,920.08
Fire Equipment & Apparatus	95,102.94
Act 13 Fund	21,468.82
Cemetery Fund	10,211.65
Perpetual Care Fund	6,052.36
Perpetual Care – C.D.	6,028.73
Perpetual Care – C.D.	12,873.55
C.D.-Mellon Bank	3,977.17
Playground Fund	6,289.65
ARPA Fund	299,985.42

BILLS FOR APPROVAL

The secretary presented Bills for Approval date August 7, 2023, List 08-2023, General Fund \$117,842.70.

Motion by Mr. Crago, seconded by Mr. Peoria, to approve Bills for Approval List 08-2023, as presented.

Roll Call Vote:

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

Motion carried.

COMMUNICATIONS

1. Received deposit in the amount of \$804.54 from Crown Communications for August rent.
2. Received and emailed the Code Enforcement Report for the month of July submitted by Mark Cypher and Adam Hlad.
3. Received deposit in the amount of \$6,345.59 from Westmoreland County for 2nd quarter 2023 delinquent taxes.
4. Pickleball designated times will be 8:30am – 12:30pm Monday through Friday. This was discussed after the last meeting. Equipment will be signed out from the office when someone comes in and asks to use it.

REPORT OF THE ENGINEER

Engineer Update

- Dunkin Donuts – have completed inspections of Dunkin Donuts, submitted HOP to PennDOT, waiting for approval.
- CDBG Alley resurfacing project start to be determined.
- ARLE to be bid out.
- Stormwater Connections application has been submitted.

Received stormwater permit applications from the Borough office.

Maria Hamay water issue has been taken care of.

Public Works new building site is ongoing and moving along. Awnings are two months out when ordered. We can use the existing block or have new block included in the contract for the salt bin. Mr. Palmquist feels that the hill needs to be cleared back more as well as more trees taken out. Mr. Palmquist is worried if we get high winds with strong storms that trees will fall on the new awning for the salt bin and damage the structure. Mr. Palmquist feels that we need to clarify the wind pattern with Bob Proctor. Mr. Palmquist would like the Engineer to have all the information on salt bin by next agenda meeting to vote on at the September Council meeting.

A survey crew will be coming out soon to survey the Culvert at S. 5th Street and Hillis Street to be able to have information together to bid out in the spring.

REPORT OF THE SOLICITOR

Solicitor Update

Had an ordinance meeting and went over all ordinance questions. Spoke with Adam regarding his thoughts. Penalty fees need to be done by resolution when a reorganization meeting takes place. Need to put fee resolution on all agendas for reorganization meetings. Met with the office staff regarding where the codification process is. Need to make some changes to the sign ordinance. Need to make sure all filings are done the same way. Will be focusing on the questions that need answered by the solicitor. Feels that the International Property Code would help out a lot. Mr. Crago agrees with the solicitor on recommending that the Borough have an International Fire Code. Will send fire code and property code to council to look at.

For handicap parking spaces, the Borough can designate where they are placed when they are requested and approved. The Borough needs to prepare all handicap parking spaces for any person to be able to use them. A suggestion was made to place all handicap parking spaces at the beginning or end of the block where the handicap ramps are already placed.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

Speed Sign – All-Traffic Solutions Renewal Invoice

Motion by Mr. Lutz, seconded by Mr. Crago, to approve the All-Traffic Solutions Renewal Invoice in the amount of \$4,500.00.

Roll Call Vote:

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

Motion carried.

Gibson-Thomas Proposal

Motion by Mr. Lutz, seconded by Mr. Cowherd, to approve the Gibson-Thomas proposal for architectural drawings for an office at the Public Works Building in the amount of \$3,500.00. Drawings will be complete by the end of August.

Roll Call Vote:

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

Motion carried.

Agenda Amendment

Motion by Mrs. Carty, seconded by Mr. Cowherd to amend the agenda to include the elimination of call-ins from Council Members and Professionals when unable to attend meetings.
Motion carried.

No Call-In Policy for Meeting

Motion by Mr. Lutz, seconded by Mr. Peoria, to approve the No Call-In Policy for meetings.

Roll Call Vote:

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

Motion carried.

Eliminate Call-ins from Council and Professionals

Motion by Mr. Crago, seconded by Mr. Lutz to approve the elimination of meeting call-ins from Council and Professionals in the case of an absence.
Motion carried with no public comment.

REPORT OF MAYOR LONG

Community Outreach and Events

Announced the 125th Anniversary Committee meeting will be held on Monday, August 21st at 6:30 PM.

Announced that he attended the Annual Car Cruise at Youngwood Park n Pool and that it was a huge success. Had around 108 classic cars show up. They held a hot dog eating contest that was also a huge success.

FINANCE/PERSONNEL – MR. COWHERD

Announced that he will be bringing up musical playground equipment at the next meeting. Would like to revisit putting a digital sign up in the Parklet at the next meeting.

PUBLIC WORKS/BUILDINGS & GROUNDS – MR. LUTZ

Public Works Update

Announced that the electric installation at the new building is almost complete. The electric may be switched over on August 8th. Went over the operations report. Reported that the Vo-Tech may be interested in redoing the sign Southpoint.

ORDINANCE/ZONING/PUBLIC SAFETY – MR. CRAGO

Reported that he feels Tim with Golden Triangle has been doing a good job notifying him about road closures.

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

Reported that on July 5th he met with the Borough Manager and Gibson-Thomas to go over the MS₄ report. Mr. Peoria reported that the final MS₄ meeting will be held on August 23rd. Asked Mr. Schmitt to ask Mr. Siler for copies of the report.

DIGITAL MEDIA/COMMUNICATIONS/GRANTS – MR. PEORIA

Did social media posts.

Received the application from West Penn Power for the Veteran Banners. Mr. Palmquist asked Mr. Peoria to make sure that he is also working with the VFW and to get their input on the banners as well.

Reported that the LSA Grant is due September 30th.

Would like to use LSA Grant money for an electric sign in the Parklet.

Would like to use LSA Grant money for stormwater projects and GIS mapping.

Would like to use LSA Grant money for stormwater projects not previously specked out.

Would like to look into getting a grant to do the recreation parking lot.

RECREATION – MRS. WOJTSECK-CARTY

Recreation Update

Reported that the regular ball season is over. The recreation board had their end of season poll party at Youngwood Park n Pool.

The recreation will have fall ball starting and is currently taking sign-ups.

REPORT OF PRESIDENT PALMQUIST

Civic Group

Reported that the Borough will move forward with the Civic Group. A notice will be sent out.

Need to have a finance committee meeting with Mr. Palmquist, Mr. Cowherd and Mrs. Schaefer all present.

Still waiting to hear about the solar panels.

ADJOURNMENT

President Palmquist announced the following dates:

- | | |
|---------------------------|---|
| August 21 st | - 125 th Committee Meeting @ 6:30 PM |
| August 28 th | - Agenda Meeting @ 7:00 PM |
| September 4 th | - Holiday, Labor Day, Office Closed |
| September 6 th | - Council Meeting @ 7:00 PM - WEDNESDAY |

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

The meeting adjourned at 9:15 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

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL