

Thought for the Day – “As for me, I like to take my Christmas a little at a time, all through the year.”

~ David Grayson

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, Mrs. Wojtseck-Carty, Mr. Cowherd, Mr. Crago, Mrs. Long, Mr. Lutz, Mr. Peoria, Mayor Long, Junior Councilperson Horchak, Solicitor DiMascio, Engineer Schmitt and Borough Manager Schaefer

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

Public Attendance – 4

At this time, President Palmquist, thanked Mr. Lutz, the Borough employees, the Fire Department, Santa and all involved in the Santa in the Park event. It was a great success!

PUBLIC COMMENT – STORMWATER MANAGEMENT

None

PUBLIC COMMENT

1. Janelle Narduzzi, Youngwood Library Representative, was present to give an update on the Library. She announced Winter Wonderland on December 7th.

APPROVAL OF MINUTES

Motion by Mr. Lutz, seconded by Mr. Peoria, to approve the minutes of September 24, 2023, October 30, 2023 and November 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 October 31, 2023, for real estate tax collection \$693.58 and for the period ended November 30, 2023, for real estate tax collection \$429.35. She distributed the report from Berkheimer Tax Administrator for month ending November 30, 2023, Earned Income Tax, \$62,285.33; Local Service Tax, \$11,855.47.

Report of permits issued November 1, 2023, through November 30, 2023.

Report on Realty Transfer Fees from November 1, 2023, through November 30, 2023, \$4,696.25 was received.

TREASURERS REPORT

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

General Fund Balance Sheet

Total Assets	\$2,124,458.05
Total Liabilities	161,324.08
Fund Balance Reserve	82,000.20
Retained Earnings	2,572,347.43
Total Deficit 10/31/2023	690,746.31
Total Liabilities & Equity	\$2,124,458.05
Total Revenues	\$ 47,882.43
Total Expenses	237,736.11
Total Deficit	\$ 189,853.68

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

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

Capital Improvement Fund – General	\$190,764.83
Liquid Fuels Fund	168,677.35
Capital Improvement Fund - P & P	29,471.22
Fire Equipment & Apparatus	95,552.70
Act 13 Fund	28,885.72
Cemetery Fund	6,007.61
Perpetual Care Fund	6,059.73
Perpetual Care – C.D.	6,028.73
Perpetual Care – C.D.	12,873.55
C.D.-Mellon Bank	3,977.17
Playground Fund	6,297.31
ARPA Fund	299,985.42

BILLS FOR APPROVAL

The secretary presented Bills for Approval dated December 4, 2023, List 12-2023, General Fund \$130,644.07.

Motion by Mr. Crago, seconded by Mr. Cowherd, to approve Bills for Approval List 12-2023, as presented.

Roll Call Vote:

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

7 – Yes 0 – No

Motion carried.

2024 MEETING DATES

Motion by Mr. Crago, seconded by Mr. Cowherd, to approve and advertise the 2024 meeting dates, as presented.

Motion carried.

COMMUNICATIONS

1. Received deposit in the amount of \$804.54 from Crown Communications for December rent.
2. Received deposit in the amount of \$211,885.00 from Commonwealth of Pennsylvania for LSA Grant Reimbursement for streetsweeper.
3. Received audit of Tax Collector, Kenneth Reger, as submitted by DeBlasio & DeBlasio for the periods of December 31, 2021 and December 31, 2022.
4. Received monitoring report for the review of Liquid Fuels Tax Fund from PennDOT for the period ended December 31, 2022. No areas of concern were noted during the monitoring review.
5. Received deposit in the amount of \$12,310.59 from Comcast for the 2023 3rd quarter franchise fees.
6. Received email from Hideaway Kennels requesting an increase in fees for animal control from \$125.00/month to \$200/month.

At this time, a motion by Mr. Lutz, seconded by Mrs. Long, was made to amend the agenda to include seeking request for proposals for animal control for competitive pricing due to timing issue to have animal control in place for January.

Motion carried.

Motion by Mr. Palmquist, seconded by Mr. Lutz, to obtain request for proposals for animal control for competitive pricing with RFP's due in by December 28, 2023.

Roll Call Vote:

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

Mr. Peoria - Yes
5 – Yes 2 – No
Motion carried.

REPORT OF THE ENGINEER

Engineer Update

Salt Shed is completed.
Green Light Go project is completed.
Working on future projects from funded applications.

REPORT OF THE SOLICITOR

Solicitor Update

No report.

NEW BUSINESS – COMMITTEE REPORTS

NEW BUSINESS

CDBG Project – Alley Reclamation

Motion by Mrs. Long, seconded by Mr. Cowherd, to approve retainage in the amount of \$3,425.08 to Tresco for the CDBG Alley Improvement Project and submit the same to Westmoreland County for payment.
Motion carried.

2024 Final Budget

General Fund Revenue	\$1,086,048
General Fund Expenses	\$1,086,048

Motion by Mr. Lutz, seconded by Mr. Cowherd, to adopt the 2024 Final Budget as advertised.

Roll Call Vote:

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

6 – Yes 1 – No

Motion carried.

Resolution No. 18-2023 – 2024 Tax Levy

Motion by Mr. Cowherd, seconded by Mrs. Long, to adopt Resolution No. 18-2023, stating the 2023 tax millage at seventeen (17) mills. In addition, said resolution includes Act 511 taxes.

Roll Call Vote:

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

7 – Yes 0 – No

Motion carried.

Employee Gift Cards

Motion by Mr. Cowherd, seconded by Mrs. Wojstcek-Carty, to approve the purchase of \$100.00 gift cards for all full-time employees.

Roll Call Vote:

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

7 – Yes 0 – No

Motion carried.

Blahovec-Osborne Side Lot Addition Plan

Motion by Mr. Crago, seconded by Mrs. Long, to authorize the signatures on the Blahovec-Osborne side lot addition plan.
Motion carried.

Handicap Parking

Motion by Mr. Crago, seconded by Mr. Peoria, to table the motion for the requests of handicap parking spaces.
Motion carried.

WCTA Local Share Assessment

Motion by Mr. Crago, seconded by Mrs. Long, to approve the Westmoreland County Transit Authority Local Share assessment for Fiscal Year 2023-2024 in the amount of \$1,543.50.

Roll Call Vote:

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

6 – Yes 0 – No 1 - Abstained

Motion carried.

REPORT OF MAYOR LONG

Thanked all involved with the Santa in the Park event.
Attended the Central Westmoreland Planning Meeting.

FINANCE/PERSONNEL – MR. COWHERD

No report

PUBLIC WORKS/BUILDINGS & GROUNDS – MR. LUTZ

Public Works Update

Leaf pick-up is completed.
Streetsweeper has been out in various areas of the Borough.
Replaced fuel line on wood chipper.

ORDINANCE/ZONING/PUBLIC SAFETY – MR. CRAGO

No report.

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

No report.

DIGITAL MEDIA/COMMUNICATIONS/GRANTS – MR. PEORIA

Reported he is developing cost analysis for Borough communications.
Presented update on the Borough's Social Media numbers.
DCNR Grant window opens on January 16, 2024. It does require a match.
Three LSA grants were submitted.

RECREATION – MRS. WOJTSECK-CARTY

No report.

REPORT OF PRESIDENT PALMQUIST

No report.

ADJOURNMENT

President Palmquist announced the following dates:

December 11 th	- 125 th Committee Meeting at 6:30 PM
December 25 th & 26 th	- Holiday, Office Closed, Christmas
January 1 st	- Holiday, Office Closed, New Year's
January 2 nd	- Reorganization Meeting @ 7:00 PM

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

The meeting adjourned at 7:50 PM.

Respectively submitted,

Diane M. Schaefer

Diane M. Schaefer
Borough Manager

Scott Palmquist, President
YOUNGWOOD BOROUGH COUNCIL

DRAFT