

Thought for the Day – “When the winds of change blow, some people build walls and others build windmills.”  
~ Chinese Proverb

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, Mr. Hajdukiewicz, Mr. Lutz, Mr. Peoria, Mayor Long, Junior Councilperson Horchak, Solicitor DiMascio, Engineer Schmitt and Borough Manager Schaefer

President Palmquist opened the meeting with a prayer.  
Mr. Hajdukiewicz led the Pledge of Allegiance to the Flag.

Public Attendance – 3

**PUBLIC COMMENT – STORMWATER MANAGEMENT**  
None

**PUBLIC COMMENT**

1. Ken Bacha, Director of Community Outreach with Mutual Aid EMS, was present to share the annual report. He reported there were 551 emergency responses in the Borough in 2023. He reported Mutual Aid has 300 employees covering 30 municipalities. Mr. Bacha spoke about the Pennsylvania EMS crisis. He encouraged Council and members of the community to become members of Mutual Aid. He provided membership forms and explained the benefits of joining. More information is available on Mutual Aid’s website at mutual-aid.com.

2. Janelle Narduzzi, Youngwood Library Representative, was present to give an update on the Library. She announced in honor of the Borough’s 125<sup>th</sup> Anniversary, the Youngwood Library will be displaying old clippings, yearbooks and other memorabilia. Memory cards, stating “my favorite memory of Youngwood or Youngwood Library is....” are available to be completed in the Library. In June, there will be a coloring contest. The week of August 12<sup>th</sup> through 16<sup>th</sup>, the Youngwood Library will pass out cupcakes.

**APPROVAL OF MINUTES**

Motion by Mr. Lutz, seconded by Mr. Peoria, to approve the minutes of January 2, 2024 and January 29, 2024, as presented.  
Motion carried.

**REPORT OF THE TAX COLLECTORS**

The Borough Manager distributed the report from Kenneth W. Reger for the period ended December 31, 2023, for real estate tax collection \$4,959.61. All uncollected real estate taxes have been turned over to Westmoreland County for collection. She distributed the report from Berkheimer Tax Administrator for month ending December 31, 2023, Earned Income Tax, \$19,480.71; Local Service Tax, \$82.81. She distributed the report from Berkheimer Tax Administrator for month ending January 31, 2024, Earned Income Tax, \$15,833.55; Local Service Tax, \$1,974.15.

Report of permits issued December 1, 2023, through January 31, 2024.

Report on Realty Transfer Fees from December 1, 2023, through December 31, 2023, \$4,334.50 was received. From January 1, 2024, through January 31, 2024, \$2,077.50 was received.

**TREASURERS REPORT**

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

General Fund  
Balance Sheet

Total Assets	\$2,222,824.83
Total Liabilities	158,427.30
Fund Balance Reserve	82,000.20
Retained Earnings	2,572,347.43
Total Deficit 12/31/2023	589,482.75

Total Liabilities & Equity	\$2,064,397.53
Total Revenues	\$ 277,379.45
Total Expenses	202,558.28
Total Deficit	\$ 74,821.17

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

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

Capital Improvement Fund – General	\$192,000.26
Liquid Fuels Fund	157,256.37
Capital Improvement Fund - P & P	24,614.99
Fire Equipment & Apparatus	96,171.52
Act 13 Fund	29,072.79
Cemetery Fund	3,190.30
Perpetual Care Fund	6,182.69
Perpetual Care – C.D.	6,043.21
Perpetual Care – C.D.	12,984.50
C.D.-Mellon Bank	3,977.17
Playground Fund	6,360.11
ARPA Fund	299,985.42

**BILLS FOR APPROVAL**

The secretary presented Bills for Approval dated February 5, 2024, List 02-2024, General Fund \$93,034.23.

Motion by Mr. Cowherd, seconded by Mr. Hajdukiewicz, to approve Bills for Approval List 02-2024, as presented.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Mrs. Wojtseck-Carty	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes            0 – No

Motion carried.

**COMMUNICATIONS**

1. Received deposit in the amount of \$804.54 from Crown Communications for February rent.
2. Received and emailed the Code Enforcement Reports for the month of January submitted by Mark Cypher and Luke Aucker.
3. Received invitation for the Westmoreland Conservation District’s annual municipal roundtable to be held on Friday, February 23<sup>rd</sup> from 12:00 PM to 3:00 PM at the Conservation District. Cost is \$15.00/per person. RSVP is needed by February 15<sup>th</sup>.
4. Received the Youngwood Volunteer Fire Department’s 2023 Fire Report as submitted by Fire Chief Lloyd Crago.
5. Earth Day Clean-Up has been set for April 20, 2024 from 8:00 AM to 11:30 AM.
6. Accepting letters of interest to serve on the Borough’s Uniform Construction Code Appeals Board. Letters need to be submitted to the Borough office by February 21, 2024.

**REPORT OF THE ENGINEER**

Engineer Update

Letters have been sent to property owners to address stormwater. There are sump pumps and outlets draining onto the street causing icing, etc. In some instances, a dye test may be needed to see if in compliance.

In the process of developing projects where grant funds were received.

**REPORT OF THE SOLICITOR**

Solicitor Update

Assisted on personnel matters.

**NEW BUSINESS – COMMITTEE REPORTS**

**NEW BUSINESS**

Hometown Hero Banners

Motion by Mr. Peoria, seconded by Mr. Cowherd, to approve the sharing of the costs with the VFW Post 211 for the 21 KIA Youngwood Veteran’s on the Hometown Hero Banners with the Borough’s portion not to exceed \$2,000.00.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Mrs. Wojtseck-Carty	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes                    0 – No

Motion carried.

Zoning Hearing Board

Motion by Mr. Crago, seconded by Mr. Palmquist, to appoint F. Michael Alfery to the Zoning Hearing Board. Term to expire October 1, 2028.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	Abstained
Mr. Peoria	- Yes	Mrs. Wojtseck-Carty	- No
Mr. Cowherd	- No	Mr. Palmquist	- Yes
Mr. Lutz	- No	Mayor Long	- Yes

4 – Yes                    3 – No

Motion carried.

Resolution No. 05-2024

Motion by Mr. Peoria, seconded by Mr. Crago, to adopt Resolution No. 05-2024, stating new land development proposed for tax map lots 41-02-02-0-002 and 41-02-02-0-009 conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality. Motion carried.

Recreation Appointment

Motion by Mrs. Wojtseck-Carty, seconded by Mr. Hajdukiewicz, to appoint Jason Fox to the Youngwood Recreation Board. Term to expire December 31, 2026. Motion carried.

2023 CDBG Funded Paving Project

Motion by Mr. Peoria, seconded by Mrs. Wojtseck-Carty, to authorize the Engineer to prepare specifications and advertise for bid the 2023 CDBG funded paving project for South 10<sup>th</sup> Street between Burton and Painter.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Mrs. Wojtseck-Carty	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes                    0 – No

Motion carried.

5<sup>th</sup> & Hillis Culvert Replacement

Motion by Mr. Peoria, seconded by Mr. Hajdukiewicz, to authorize the Engineer to prepare specifications and advertise for bid the 5<sup>th</sup> and Hillis Street culvert replacement project.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Mrs. Wojtseck-Carty	- Yes

Mr. Cowherd - Yes Mr. Palmquist - Yes  
Mr. Lutz - Yes  
7 – Yes o – No  
Motion carried.

Depot Street Road Reconstruction Project

Motion by Mr. Peoria, seconded by Mrs. Wojtseck-Carty, to authorize the Engineer to prepare specifications and advertise for bid the Depot Street Road Reconstruction Project.

Roll Call Vote:

Mr. Crago - Yes Mr. Hajdukiewicz - Yes  
Mr. Peoria - Yes Mrs. Wojtseck-Carty - Yes  
Mr. Cowherd - Yes Mr. Palmquist - Yes  
Mr. Lutz - Yes  
7 – Yes o – No  
Motion carried.

Silvis Farm Road Drainage Improvement

Motion by Mr. Peoria, seconded by Mr. Hajdukiewicz, to authorize the Engineer to prepare specifications and advertise for bid the Silvis Farm Road Drainage Improvement Project.

Roll Call Vote:

Mr. Crago - Yes Mr. Hajdukiewicz - Yes  
Mr. Peoria - Yes Mrs. Wojtseck-Carty - Yes  
Mr. Cowherd - Yes Mr. Palmquist - Yes  
Mr. Lutz - Yes  
7 – Yes o – No  
Motion carried.

Chestnut Street Extension Phase 1 Project

Motion by Mr. Peoria, seconded by Mr. Hajdukiewicz, to authorize the Engineer to prepare specifications and advertise for bid the Chestnut Street Extension Phase 1 Project.

Roll Call Vote:

Mr. Crago - Yes Mr. Hajdukiewicz - Yes  
Mr. Peoria - Yes Mrs. Wojtseck-Carty - Yes  
Mr. Cowherd - Yes Mr. Palmquist - Yes  
Mr. Lutz - Yes  
7 – Yes o – No  
Motion carried.

Equipment Purchase

Motion by Mr. Lutz, seconded by Mr. Cowherd, to approve the purchase of a JD920M Zero Turn not to exceed the amount of \$12,000.00 from West Central Equipment.

Roll Call Vote:

Mr. Crago - Yes Mr. Hajdukiewicz - Yes  
Mr. Peoria - Yes Mrs. Wojtseck-Carty - Yes  
Mr. Cowherd - Yes Mr. Palmquist - Yes  
Mr. Lutz - Yes  
7 – Yes o – No  
Motion carried.

**REPORT OF MAYOR LONG**

Contacted the VFW regarding a Memorial Day parade.  
Announced the 125<sup>th</sup> Anniversary fundraiser on February 29<sup>th</sup> at Texas Roadhouse.

At this time, the Mayor was excused from the meeting.

**FINANCE/PERSONNEL – MR. COWHERD**

No report  
Announced still in the process of hiring a Public Works Employee.

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

Update

Filled potholes; Laid millings in alley by Christ Church of Youngwood and cleaned one end of pipe; Cleaned culverts on right side of Depot Street; Repaired some street signs; 184 Christmas trees were recycled; Still working on new Public Works Building; Replaced auger motor in tail gate spreader.

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

Fire Report

Reviewed statistics of the 2023 Fire Report. The Youngwood Volunteer Fire Department responded to 655 calls in 2023. An average of 5.2 volunteer firefighters are on the calls.

**GRANTS/PLANNING – MR. PEORIA**

Update

Reported the Central Westmoreland Exploratory Committee is presently reviewing the Center/Kiski COG for the purpose of drafting an ordinance for a new COG. The committee will be discussing dues to participate in the Uniform Construction Appeals Board.

DCNR Grants are open. Participation surveys are needed to submit for DCNR grants.

**STORMWATER MANAGEMENT – MR. HAJDUKIEWICZ**

Update

Reported he meet with the Borough Staff and Engineer in regards to stormwater issues in the alley near the Christ Church of Youngwood and on the 100 block of South 6<sup>th</sup> Street.

**RECREATION – MRS. WOJTSECK-CARTY**

Update

Reported the Rec Board is looking into fencing for the facility. In addition, the ballfield lights are old and in need of being replaced. A grant could possibly be applied for the light replacement.

**JUNIOR COUNCILPERSON – MISS HORCHAK**

Reported she was asked how to use social media for sharing of information. She explained the Borough could get an Instagram account that would link to Facebook.

**REPORT OF PRESIDENT PALMQUIST**

No report.

**ADJOURNMENT**

President Palmquist announced the following dates:

February 19 <sup>th</sup>	- 125 <sup>th</sup> Committee Meeting at 6:30 PM
February 26 <sup>th</sup>	- Agenda Meeting at 7:00 PM
March 4 <sup>th</sup>	- Regular Meeting at 7:00 PM

Motion by Mrs. Wojtseck-Carty, seconded by Mr. Lutz, to adjourn the meeting.

The meeting adjourned at 8:58 PM.

Respectively submitted,

*Diane M. Schaefer*

Diane M. Schaefer  
Borough Manager

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Scott Palmquist, President  
YOUNGWOOD BOROUGH COUNCIL