

Thought for the Day – “An attitude of gratitude is a never-ending prayer.”  
~ William Arthur Ward

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, Mr. Cowherd, Mr. Crago, Ms. Fernandez, Mr. Hajdukiewicz, Mr. Lutz, Mr. Peoria, Mayor Long, Solicitor DiMascio and Borough Manager Schaefer.

Mr. Palmquist opened the meeting with prayer.  
Ms. Fernandez led the Pledge of Allegiance to the Flag.

Public Attendance – 1

#### **PUBLIC COMMENT**

1. Randall Chapman of South 6<sup>th</sup> Street was present to introduce himself to Council. He explained he would like to become more involved with the community.

#### **APPROVAL OF MINUTES**

Motion by Mr. Crago, seconded by Mr. Hajdukiewicz, to approve the minutes of August 25, 2025, September 9, 2025, September 29, 2025, and October 6, 2025, as presented.

Motion carried.

#### **TREASURERS REPORT**

The Borough Manager presented the Treasurer’s Report for the period ending September 30, 2025.

<u>Treasurer's Report of Fund Balances as of September 30, 2025</u>	
Capital Improvement Fund – General	\$204,996.60
Liquid Fuels Fund	312,685.73
Capital Improvement Fund - P & P	43,749.96
Fire Equipment & Apparatus	104,529.24
Fire Equipment & Apparatus – C.D.	53,644.05
Act 13 Fund	40,457.43
Cemetery Fund	11,283.21
Perpetual Care Fund	8,576.72
Perpetual Care – C.D.	6,459.87
Perpetual Care – C.D.	14,280.63
C.D.-Mellon Bank	4,127.32
Playground Fund	4,505.76

The Borough Manager presented the financial report on the accrual basis for the General Fund, unaudited, for the period ending September 30, 2025.

General Fund Balance Sheet	
Total Assets	\$2,140,301.18
Total Liabilities	107,463.62
Fund Balance Reserve	82,000.20
Retained Earnings	1,967,530.72
Total Deficit 09/30/2025	16,226.01
Total Liabilities & Equity	\$2,140,301.18
Total Revenues	\$ 102,977.11
Total Expenses	195,663.05
Total Deficit	\$ 92,685.94

#### **BILLS FOR APPROVAL**

The secretary presented Bills for Approval dated November 3, 2025, List 11-2025, General Fund \$241,653.62.

Motion by Mr. Lutz, seconded by Mr. Peoria, to approve Bills for Approval List 11-2025, as presented.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- 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 November rent.
2. Received audit of Magisterial District Court 10-2-01 for the period January 1, 2024 to December 31, 2024 as submitted by Westmoreland County Controller Jeffrey Balzer.
3. Received Youngwood Library Report for October. Secretary read the report.
4. Borough Office Cleaning Contract – Reported the proposals have been reviewed. It is recommended to use Coverall.

Motion by Ms. Fernandez, seconded by Mr. Hajdukiewicz, to approve the 2026 cleaning contract for the Borough office with Coverall in the amount of \$73.50 per week as it was the lowest price received.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried.

5. Copier Lease/Purchase – Reported the proposals have been reviewed. It is recommended to use Ford Business for a leased copier as it was the lowest price received.

Motion by Mr. Crago, seconded by Mr. Hajdukiewicz, to approve the copier lease with Ford Business in the amount of \$159.74 per month.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried.

6. Animal Control Contract – Reported the proposals have been reviewed. It is recommended to use Hoffman Boarding Kennels as it was the lowest price received.

Roll Call Vote:

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- No	Ms. Fernandez	- Yes
Mr. Cowherd	- No	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

5 – Yes      2 – No

Motion carried.

7. Received a letter from Tri-City Meals on Wheels that they were contacted by a resident who asked them to send a letter to the Borough. Secretary Schaefer read the letter. Additional research regarding the requirements is needed.

**REPORT OF THE MAYOR**

**Community Updates**

Mayor Long thanked all who participated and supported the Halloween Parade. He

thanked Borough employees, the Youngwood Volunteer Fire Department, the Youngwood Ladies Auxiliary, Christ Church of Youngwood and CR McCauley Funeral Home. He stated he was a success and hopes next year to bring the Hempfield Band back.

Reported the 125<sup>th</sup> History Book is being compiled. It will be put in the form for publication review by Instaprint by the end of November. Instaprint will then review it and it will be printed after that. He will continue to see the project to be completed. A 125<sup>th</sup> Committee meeting will be scheduled for December.

**COMMITTEE ACTION ITEMS**

**Public Works/Equipment/Building Grounds – Mr. Lutz**

**2025 Street Project**

Motion by Mr. Lutz, seconded by Mr. Crago, to approve the payment to Derry Construction in the amount of \$117,704.47 from the Liquid Fuels Fund for completion of the 2025 Street Project.

**Roll Call Vote:**

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried.

**Northend Paving Project**

Motion by Mr. Lutz, seconded by Mr. Hajdukiewicz, to approve the payment to Plum Contracting in the amount of \$47,419.300 for completion of the Northend Paving Project utilizing LSA Grant monies.

**Roll Call Vote:**

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried.

**Teda J. Subdivision**

Motion by Mr. Lutz, seconded by Mr. Peoria, to authorize the President and Secretary signatures on the subdivision for Teda J. for Tax Map #41-02-03-0-336.

**Roll Call Vote:**

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried.

**Ordinance/Public Safety – Mr. Crago**

**Ordinance No. 538**

An ordinance of the Borough of Youngwood, regarding signs and billboards.

Motion by Mr. Crago, seconded by Mr. Lutz, to adopt Ordinance No. 538.

**Roll Call Vote:**

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried.

**Grants/Planning – Mr. Peoria**

**Resolution No. 08-2025**

Motion by Mr. Peoria, seconded by Mr. Lutz, to adopt Resolution No. 08-2025 CFA LSA Statewide Grant funding for a boom mower.

**Roll Call Vote:**

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried

**Resolution No. 09-2025**

Motion by Mr. Peoria, seconded by Mr. Cowherd, to adopt Resolution No. 09-2025 CFA LSA Statewide Grant funding for repairs to the Depot Street Bridge.

**Roll Call Vote:**

Mr. Crago	- Yes	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- Yes
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- Yes		

7 – Yes      0 – No

Motion carried

**President Palmquist**

At this time, President Palmquist passed the gavel to Vice-President Cowherd.

**Telecommunications Policy**

Motion by Mr. Palmquist, seconded by Mr. Hajdukiewicz, to adopt the Telecommunications Policy for meeting attendance, as presented.

**Roll Call Vote:**

Mr. Crago	- No	Mr. Hajdukiewicz	- Yes
Mr. Peoria	- Yes	Ms. Fernandez	- No
Mr. Cowherd	- Yes	Mr. Palmquist	- Yes
Mr. Lutz	- No		

4 – Yes      3 – No

Motion carried

At this time, Mr. Cowherd reminded all of Council to email the Finance Committee on ways to decrease the budget. Budget meeting is on November 17<sup>th</sup>.

**ADJOURNMENT**

President Palmquist announced the following dates:

- |                  |  |
|------------------|--|
| November 11      | - Holiday, Veteran's Day – Office Closed |
| November 17      | - Budget Meeting @ 6:00 PM               |
| November 24      | - Agenda Meeting @ 7:00 PM               |
| November 27 & 28 | - Holiday, Thanksgiving, Office Closed   |
| December 1       | - Council Meeting @ 7:00 PM              |
| December 4       | - Santa in the Park @ 5:00 PM to 8:00 PM |

Motion by Mr. Lutz, seconded by Mr. Hajdukiewicz, to adjourn the meeting.

The meeting adjourned at 8:11 PM.

Diane M. Schaefer  
Borough Manager

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Scott Palmquist, President  
YOUNGWOOD BOROUGH COUNCIL