

COUNCIL MEETING OF WESLEYVILLE BOROUGH
BOROUGH HALL, 3421 BUFFALO ROAD, ERIE, PA 16510-1813

July 11, 2018 at 6:00pm

*****APPROVED***MEETING MINUTES**

1. **Call to Order:** Dr. Merritt, President, 6:00pm
2. **Invocation:** Dr. Merritt, President
3. **Pledge of Allegiance:** Dr. Merritt, President
4. **Roll Call:** Ms. Bigwood, Secretary
Present: Mr. Bills, Mayor (6:50pm arrival); Dr. Merritt, President; Mr. Johnson, Vice President; Mr. Betza, Esq., Solicitor; Councilors: Mrs. Julius, Mrs. Lijewski, Mr. Lombardozi, Mr. Bello (6:05 arrival), Mr. Pietsch; Mrs. Roseberry, Treasurer; Ms. Bigwood, Secretary; Mrs. Silbaugh (6:08 arrival); Mr. Briggs, Zoning/Permits/License; Mr. Petrini, Sewer/Street Tech (left at 6:15pm)
Absent: Mr. Gross, Public Works Supervisor; Mr. Corey, Engineer; Chief Schulz, Police Department
5. **Approve Agenda:**
 - a. Motion to approve 7-11-18 agenda, emailed 7-6-18, made by Mrs. Lijewski. Seconded by Mr. Pietsch, no further discussion, unanimous voice vote, motion carries.
6. **Approve Meeting Minutes:**
 - a. Motion to approve 6-27-18 meeting minutes, emailed on 7-6-18, made by Mr. Lombardozi. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.
7. **Citizens to Address Council: (5-minute time limit per signed-in citizen)**
 - a. Cecil Woodle, 2830 E. 28th Street—ongoing water issue.
 - b. Eric Johnson, 2827 E. 28th Street—ongoing water issue.
 - c. Fred Petrini, 2415 Station Road—discussed concerns as a Borough employee about the camera truck.
 - d. Jim Cessna, 2852 E. 29th Street—discussion on how to address problem neighbors
 - e. Justine Stewart, 2905 Woodlawn Avenue—issue with the Woodlawn Avenue sewer/lateral letter having wrong date and hand delivered in mailboxes.
 - f. Jessica Horan-Kunco, Erie COG—support for Mr. Edward Fosnaught.
 - g. Ed Rickrode, 2160 Station Road—questioning permit confusion for his roof restructuring.
 - h. William Wittenberg, 2714 Edison Avenue—requested to be on the Planning Commission, discussion on camera truck and sewer/lateral letter delivery.
 - i. Norma Renshaw, 2422 Taggart Street—Discussion on visibility safety issue of high weeds at Euclid & Bird empty house. Requested Borough cut weeds.
8. **Special Business:**
 - a. Motion to approve Wesleyville Borough Public Works Department cut weeds at corner of Euclid & Bird made by Mr. Johnson. Seconded by Mr. Pietsch, no further discussion, unanimous voice vote, motion carries.
 - b. Ed Fosnaught, Pennsylvania Department of Community and Economic Development (DCED), Local Government Specialist.
 - i. Overview of the Early Intervention Program and information on other programs that are available.
 - c. Ryan D. Garofalo, CPA, Maloney Reed Scarpitti & Company
 - i. Highlights for 2017 and half of 2018's numbers.
 - ii. Required Management Letter
 - iii. They recommend we condense our Chart of Accounts.
 - iv. They recommend on cash transfers there is dual signature and/or some kind of approval.
 - v. They recommend we start a fixed asset list.
 - d. Jessica Horan-Kunco, Erie Area Council of Governments
 - i. Motion to approve Wesleyville Borough Treasurer and Secretary participate in the PEER Program made by Mr. Johnson. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.
 - ii. EACOG is hosting a budgeting workshop 9-13-18, all municipalities are invited.

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- e. Motion to approve acceptance of Employee job descriptions after Borough Office Supervisor amendment made by Mrs. Lijewski. Seconded by Mrs. Julius, no further discussion, NOT unanimous voice vote, roll call vote:

Mrs. Lijewski	Aye	Mrs. Julius	Aye
Dr. Merritt	Aye	Mr. Johnson	Aye
Mr. Lombardozi	Aye	Mr. Pietsch	Aye
Mr. Bello	Nay		

Aye's have it, motion carries.

9. Administration Special Business:

- a. Police Department – Code Enforcement – Officer Hawryliw
i. Discussion on various code enforcement questions.
- b. Public Works Interim Supervisor – Donald McKee
i. Discussed the broken sewer camera truck. Mr. Johnson tabled this issue until Rick gets back.
ii. Grass clippings/trimmings are being picked up whenever Public Works can go.

10. Professional Services:

- a. Engineering – Mr. Corey, P.E. – Absent
i. Ongoing 28th/29th Streets water issue/catch basin continuing.
- b. Legal – Mr. Betza, Esq.
i. Dave Skellie from Pennsylvania Sea Grant is still an ongoing process.

11. Borough Administration/Management:

- a. Police Department – Activity Report
- b. Treasurer – Mrs. Roseberry
i. Motion to approve June check detail, hardcopy given on 6-27-18 and emailed 7-6-18 made by Mr. Lombardozi. Seconded by Mr. Pietsch, no further discussion, unanimous voice vote, motion carries.
ii. Unreconciled January – December 2018 profit & loss budget passed out.
iii. Update of Borough flag pole-concrete hole will be poured next week. American Legion Post 571 has donated \$2000.00 towards all flagpole related expenditures.
iv. Motion to approve 2019 Fee Schedule made by Mr. Lombardozi. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.
v. Motion to approve increase in Ferrando World quote for 2018 F350 Public Works dump truck in the amount of \$970.00 made by Mr. Johnson. Seconded by Mr. Lombardozi, no further discussion, unanimous voice vote, motion carries.
vi. Motion to approve Maloney Reed Scarpitti & Company for 2018 audit tabled until next meeting.

- c. Secretary – Ms. Bigwood
i. Status of items from prior meetings
1. Mr. Briggs hand delivered Woodlawn Avenue resident letter on 7-5-18.
2. Codification update. Motion to approve General Code Codification Services Proposal in the amount of \$9,903.00 made by Mr. Johnson. Seconded by Mr. Pietsch, no further discussion, NOT unanimous voice vote, roll call vote:

Mr. Johnson	Aye	Mr. Pietsch	Aye
Dr. Merritt	Aye	Mrs. Julius	Aye
Mr. Lombardozi	Aye	Mrs. Lijewski	Aye
Mr. Pietsch	Aye	Mr. Bello	Nay

Aye's have it, motion carries.

This will be a lengthy process, Ms. Bigwood will continue to look for missing ordinances until all avenues have been exhausted. If any have been found, they can be added during progression.

Jessica Horan-Kunco volunteer ECOG/EGOV has funds to help with the costs. Ms. Bigwood put in grant application 7-12-18.

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ii. ECAB (Erie County Association of Boroughs) annual picnic invitation given to all of Council.
Mrs. Julius to attend with her husband.

- d. Fire Department – Activity Report
- e. Emergency Management – Mr. Lombardozzi, nothing to report.
- f. Public Works Supervisor – Mr. Gross – Excused absence
- g. Zoning/Permits/License – Mr. Briggs
 - i. Passed out Activity Report

12. Executive Session: 8:13pm

13. Reconvene: 8:40pm

14. Borough Boards, Committees and Commissions:

- a. Planning Commission – Mr. Johnson
 - i. Motion to approve Mr. William Wittenberg and Mr. Mark Genest become Planning Commission members made by Mr. Johnson. Seconded by Mr. Lombardozzi, no further discussion, unanimous voice vote, motion carries. Ms. Bigwood to update website.
- b. Wesleyville Community Day – Mrs. Lijewski, nothing to report.
- c. Neighborhood Watch – Mrs. Lijewski, nothing to report.
 - i. National Night Out – Mrs. Lijewski
 - 1. Motion to approve 8-7-18 closing of Market to South and South to Center Streets for National Night Out, made by Mrs. Lijewski. Seconded by Mr. Lombardozzi, no further discussion, unanimous voice vote, motion carries. Ms. Bigwood to update on website.
- d. Safety Committee – meeting next week.

15. Borough Council Department Chairs:

- a. Streets, Sanitary/Storm Sewer Chair – Mr. Johnson—nothing to report.
 - i. Camera truck update, Mr. Johnson tabled until Rick gets back.
- b. Parks & Recreation Chair – Mrs. Julius
 - i. Resident inquiry regarding painting lines on the park grass for drum corps practice tabled.
 - ii. Hinkler Park update in progress. Saturday volunteer party to spread mulch.
- c. Finance Chair – Mrs. Lijewski
 - i. Beautification Grant funds for Joann Jeska from Group WorkCamps update, dispersed elsewhere.
 - ii. Red Maples trees died.
- d. Public Safety Chair: – Mr. Lombardozzi – nothing to report.
- e. Public Improvement Chair – Mr. Pietsch
 - i. Judge Ferrick bathroom-sound repair scheduled to begin 7-12-18.
- f. Refuse & Recycling Chair – Mr. Bello
 - i. Should hear from the state about the grant by September.
 - ii. Recycling roll-off truck update, tabled again. “Donnie’s working on it”.

16. Borough Officers:

- a. Mayor – Mr. Bills
 - i. Chief Schulz on vacation out of town next week.
- b. Council President – Dr. Merritt—nothing to report.
- c. Council Vice-President – Mr. Johnson—nothing to report.

17. Good of the Order:

- a. Work Session Meeting: Wednesday, July 25, 2018 @ 6pm, Borough Hall.
- b. Regular Council Meeting: Wednesday, August 8, 2018 @ 6pm, Borough Hall.

18. Meeting Adjournment:

- a. Motion to adjourn made by Mrs. Julius. Seconded by Mr. Pietsch, no further discussion, unanimous voice vote, motion carries.

Meeting Minutes Approved: Melissa Bigwood

Date: 7/12/18

Secretary