

WORK SESSION OF WESLEYVILLE BOROUGH COUNCIL

BOROUGH HALL, 3421 BUFFALO ROAD, ERIE, PA 16510

January 27, 2016 at 7:00pm

APPROVED MEETING MINUTES

1. **Call To Order:** G. Lombardozzi, President 7:00pm
2. **Invocation:** G. Lombardozzi, President
3. **Pledge of Allegiance:** G. Lombardozzi, President
4. **Roll Call:** T. McCollum, Secretary/Treasurer
Present: Mr. Lombardozzi, President; Councilors: Mr. Crotty; Mr. Johnson; Dr. Merritt; Mr. St. Denny; Mr. Rickrode, Mayor; Tina McCollum Secretary/Treasurer; Mr. Gross, PW Supervisor; Mr. Briggs, Code Enforcement/Zoning; Ms. Silbaugh, Tax Collector
Absent: Mr. Bills, Vice President; Mrs. Lombardozzi.
5. **Citizens to Address Council:** (5-minute time limit per signed-in citizen) None
6. **Approve Agenda:** Motion by Mr. St. Denny, seconded by Mr. Johnson to approve agenda for 1/27/16. No discussion, unanimous voice vote, motion carries. would like ordinances added to the agenda and Mr. Johnson wanted employee handbook review added. Mr. St. Denny made motion to accept agenda, Mr. Johnson seconded, unanimous voice vote, motion approved
7. **Special Business:**
 - a. Mr. Johnson
 - i. Looked into different fees for garbage pickup and after reviewing our prices and Harborcreek and Lawrence Park prices our price of \$41 is actually a good price. Discussed if it is a better option for us to go to recycling every two weeks. Motion made by Mr. Johnson, seconded by Mr. St. Denny to change recycling to the 1st and 3rd Thursday of the month, starting on April 7th, 2016. No further discussion, unanimous voice vote, motion carried. This information will be put in the Spring newsletter.
 - ii. Mr. Johnson gave everyone a copy of parking lot agreement between us and the Wesleyville Baptist Church so we can make a more informed decision in the future on this lot agreement. Ms. McCollum said she gave a copy to Mark Corey to review.
 - iii. Mr. Johnson stated that Rental property inspections he would like the inspection to now be bi-yearly like other localities. Motion made by Mr. St. Denny, seconded by Mr. Johnson, Discussion: Mr. Lombardozzi said that was our future intention and that the inspection program needed every year inspections at first to bring the properties up to code but now the failure rate has gone down. Questioned when it would take effect and it was decided the January 1, 2017 the bi-yearly inspections would be in effect. Mr. Johnson stated that a lot of people have complained to him about the yearly inspections. At first the inspections were concentrating on fire and safety issues. A lot of the Property Maintenance Code problems have been corrected and now it would be a good idea to go to bi-yearly inspections. Unanimous voice vote. Motion carried.
 - iv. Mr. Johnson wanted to know if we hired a Solicitor for Zoning Hearing Board, Mr. Lombardozzi stated we can't hire them the Zoning Hearing Board has to pick the Solicitor. Mr. St. Denny suggested we send a letter to the Zoning Hearing Board. Mr. Lombardozzi requested Ms. McCollum get the names of two the Solicitors and get them to the Zoning Board. Mr. Johnson requested lists be made up of all the members on the Planning Commission and the Zoning Hearing Board.
 - v. Meeting scheduled with Lawrence Park on February 17th to discuss proposed study.

- vi. Mr. Johnson discussed improving downtown area, Tax Relief Program for getting new businesses to come in and in return they would get a tax break. Copies given to all members to read. Tabled till a later time.
 - vii. Mr. Johnson requested looking into different inspection companies instead of BIU. It was brought up that we have a multi-year contract with BIU. It was requested to have a copy to review the contract and find out when it is up in the future.
 - viii. Mr. Johnson requested we start up another Neighborhood Watch program maybe have another Meet the Cops event or National Night Out event.
- b. Mr. St. Denny discussed the need to review our ordinances and bring them up to date. It was discussed who should review the ordinances and also who writes new ones when needed. It was agreed that we write the ordinances up and Mr. Betza gets a copy to review and approve. It was suggested by Mr. St. Denny to give copy of ordinances to Mr. Wittenberg for him to look through.
8. Mr. Lombardozzi inquired about the Employee Handbook and he was advised it was being worked on and will be ready by our next regular meeting.
9. **Old Business:**
- a. Mr. Lombardozzi brought up the types and prices of the electronic sign for the Borough. One of the signs he is looking at costs \$11,000 and it has full colors. Another is \$7,000 but is all red (like the one in front of Harborcreek Building) He is requesting approval from council to accept bids for the red LED sign to be installed in front of the Borough building. Motion by Mr. St. Denny, seconded by Dr. Merritt to get bids for installation of red electronic sign. Unanimous voice vote, motion approved.
10. **New Business:**
11. **Borough Administration/Management:**
- a. **Secretary/Treasurer** – T. McCollum –
 - i. December Financial Statements have not been completed because of the holdup in receiving the pension financial statements. PSAB representative Linda Costa has been contacted, on 1/22/16, and she said she hoped to have them out next week, so the statements will be completed when that information is received. Mr. Johnson stated it is hard to make financial decisions based on information that is incomplete. He questioned why in the past financial information seemed to be more up to date. There was a discussion on how the financial information should be gathered and presented. It was decided that if something is in the budget there are funds there for it, also if there is a need to know if there are funds for a purchase they will ask Ms. McCollum and she will let them know if funds are available. Ms. Silbaugh brought up the fact that the funds we are basing our budget on are only anticipated funds that are expected to come in for the year. Ms. McCollum stated the general fund, the payroll, the sewer, and the garbage are reconciled, however she cannot release those without the pensions information. She has tried to get information early in order to reconcile earlier than the next month and was told that it could be done this one time but not every time. Mr. Johnson stated he is going to look into how the other municipalities do their financial statements and will let us know.
 - ii. Audit Proposals – Ms. McCollum presented two Audit Proposals, one from Maloney, Reed & Scarpetti for \$6,250 and one from Felix & Gloeckler (our prior accounting

firm) for \$5,200. Dr. Merritt asked Ms. McCollum which firm she felt would better suit the Borough, Ms. McCollum is recommending M.R.S. even though their proposal was \$1,050 more. She felt they do a more thorough job and have all her requirements and they work with QuickBooks and she believes they will include the filing of the DCED that is required to be filed. Motion made by Dr. Merritt to go with M.R.S company for \$6,200. Mr. Johnson seconded. All agreed. Motion passed.

- iii. Time Warner was contacted about bill issue and Tina will give them till February 1, 2016 and then if problem is not solved Mr. Betza will then have to continue with legal action.
- iv. Good news from Laura Senator Sean Wiley's office that Wesleyville has received a Non-Matching grant for \$40,000 to be used for renovations to Hinkler Park pavilions and the parking lot and installation of utilities and play equipment and also required safety servicing, A.D.A. access and landscaping, signs and other improvements. All were unsure who applied for the grant.

b. Public Works Supervisor – R. Gross

- i. Bucket truck is now certified for lifting per OSHA standards for a total of \$256.00.
- ii. The electric for heated gutter system to be installed.

Employee Evaluations – Mr. St. Denny made a motion to have evaluations for all departments done by the 1st of April of that year. Motion seconded by Mr. Johnson. It was discussed that this needs added to the employee handbook that all evaluations be done yearly and if anyone needs evaluated sooner that can be done. Motion approved, unanimous by voice vote, none opposed.

c. Code Enforcement/Zoning Officer – S. Briggs/M. Kyle: Questioned if doors in Men's and Woman's restrooms are handicapped accessible because the doors are not in the men's room. Mr. Gross will look into it. Women's room is accessible.

d. Police Department – Activity Report. Bathroom being created for officer's locker room. Rick will look into the progress.

e. Streets/Sewer Tech – F. Petrini absent

f. Fire Department – Nothing to report

g. Emergency Management – G. Lombardozzi, will have a class on first Wednesday in March to get together.

h. Safety Committee -

12. **Professional Services:**

- a. Engineering - M. Corey, P.E. He is putting together a scope of work for Carlin Plumbing and BIU so they both know what is expected of them.
- b. Legal - E. Betza, Esq., nothing to report.

13. **Borough Boards, Committees and Commissions:**

- a. Wesleyville Community Days – Dr. Merritt made motion to approve the Borough of Wesleyville application for the ECGRA 2016 Special Events Grant, seconded by Mr. Johnson, no discussion, unanimous voice vote, motion carried. Next meeting for Wesleyville days is February 2, 2016 at 6:00.
- b. Mr. Johnson made motion to spend \$500 on bandwagon for Community Days, seconded by Dr. Merritt. No discussion, unanimous voice vote, motion carried.
- c. Mr. Johnson reported that \$300 received towards Community days from Dusckas.

- d. Planning Commission – Meetings are on the 1st Wednesday of each month. Next meeting is February 3, 2016.
14. **Borough Council Department Chairs:**
- a. Refuse & Recycling Chair – Mr. Johnson
 - b. Parks & Recreation Chair – Mr. Crotty
 - c. Public Improvement Chair – Mrs. Lombardozzi
 - d. Finance Chair – Dr. Merritt
 - e. Streets, Sanitary/Storm Sewer Chair – Mr. St. Denny
 - i. Mr. St. Denny made a motion, seconded by Mr. Johnson to have yearly evaluations done by April 1st. Unanimous voice vote, motion carried.
15. **Approve Bills:** Motion made by Mr. Johnson, seconded by Dr. Merritt to approve the check register for December 2015. No discussion, unanimous voice vote, motion carried.
16. **Borough Officers:**
- a. Mayor – E. Rickrode – Motion made by Mr. Johnson, seconded by Mr. Crotty to table the discussion of the hiring of part time Police Officer to Full Time Police Officer, Part time Mr. Johnson made motion to table the issue till after the meeting between Lawrence Park and Harborcreek to have more information. It was requested to have Chief Schulz to come to meeting on February 10, 2016 regular meeting to answer questions about this issue.
 - b. Council Vice-President – P. Bills (absent)
 - c. Council President – G. Lombardozzi discussed selling property on Buffalo Road. Need to know how much is going to be spent to sell the properties.
17. **Good of the Order:**
- a. Next Regular Meeting: Wed., Feb 10th @ 7:00pm, Borough Hall.
 - b. Work Session Meeting: Wed., Feb 24th @ 7:00pm, Borough Hall.
18. **Meeting Adjournment:** 8:53pm

Meeting Minutes Approved: _____

Lina McCollum

Date: _____

4/13/14