

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

**January 9, 2019 at 6:00pm**

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

1. **Call To Order:** Dr. Merritt, President
2. **Invocation:** Dr. Merritt, President
3. **Pledge of Allegiance:** Dr. Merritt, President
4. **Roll Call:** Ms. Bigwood, Borough Secretary  
**Present:** Mr. Bills, Mayor; Dr. Merritt, President; Mr. Lombardozzi, Vice President; Councilors: Mr. Bello, Mrs. Julius, Mrs. Lijewski, Mr. Wittenberg; Mr. Gross, Public Works Supervisor; Ms. Bigwood, Borough Secretary  
Required attendance only 1st meeting of the month: Mr. Betza, Esq., Solicitor; Mrs. Roseberry, Treasurer/Borough office supervisor; Mr. Jozefczyk, Zoning/Permits/License  
**Absent** Mr. Pietsch, Councilor  
**Optional:** Mr. Corey, Engineer; Chief Schulz, WPD; Mr. Petrini, Sewer/Street Tech; Mrs. Silbaugh, Tax Collector
5. **Citizens to Address Council:** (5-minute time limit per signed-in citizen) NONE
6. **Approve Agenda:**
  - a. Motion to approve 1-9-19 agenda, emailed 1-4-19 made by Mr. Wittenberg upon the condition of moving executive session. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.
7. **Approve Meeting Minutes:**
  - a. Motion to approve 12-12-18 Council Meeting & 12-19-18 Special Meeting minutes as presented, emailed 1-4-19 made by Mr. Wittenberg. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.
8. **Special Administrative Business:**
  - a. Wesleyville Police Department-Officer Hawryliw, Code Enforcement report – Absent
9. **Special Business:**
  - a. Iroquois Little League, Jenna Crotty. Ms. Bigwood to coordinate paperwork & schedule, Mr. Wittenberg brought up past letters of understanding between Iroquois Little League and Wesleyville Borough.
  - b. New website and Gmail emails are up and running.
  - c. Status of items from prior meetings:
    - (1) Wiring for Christmas lights, Mr. Lombardozzi requested that this issue be tabled.
10. **Borough Administration/Management:**
  - a. **Treasurer** – Mrs. Roseberry
    - i. Present treasurers report including December check detail for review to be approved at 1-23-19 Council Meeting.
    - ii. Wesleyville Athletic Club gave monetary donation, Ms. Bigwood to send thank you letter. Mrs. Roseberry stated discussion about using some of these funds for security cameras as an option. Mayor Bills requested to be involved. Mr. Wittenberg inquired to Borough Solicitor/E. Betza of the “...appropriateness/legality of such monetary donations...” to which Mr. Betza responded the Borough is free to accept donations.
  - b. **Secretary** – Ms. Bigwood
    - i. Ms. Bigwood acquired Council info to update Erie County Elected Officials website.
    - ii. Affidavit of Residency given to Council. Ms. Bigwood to have Councilor copies at next meeting.
    - iii. PSAB website provided material on DCNR Grant Webinar, details passed out to Council.
    - iv. Office of Open Records training approved for Ms. Bigwood to coordinate with surrounding municipalities.
    - v. Ms. Bigwood found duplicate Approved meeting minutes in 2012 & 2013. Mr. Betza said staple them together and use both.

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- vi. Erie County Association of Boroughs January meeting attendance inquiry. Mr. & Mrs. Lijewski and Mr. & Mrs. Julius attending. Mr. Wittenberg inquired as to who was assigned to be our voting rep.
- vii. Status of items from prior meetings:
  - (1) Lanyard order proof shown to Council. Order should be in by next meeting.
  - (2) Badge background approved to be color Borough logo, pictures in progression.
  - (3) Facebook update, in process.
  - (4) Council approval for business card quantity changed to five hundred (500) for Public Works Supervisor, Tax Collector & Zoning/Permits License Officer.
- c. **Police Department** – Activity Report
- d. **Fire Department** – Activity Report
  - i. Chief Flak inquired about fixing the garage door. Council agreed that was a Fire Department expense.
- e. **Emergency Management** – Mr. Lombardozzi
  - i. Outsourcing strategy for extreme weather
    - (1) Mr. Lombardozzi to get with Mr. Gross to provide updated program listing/instructions.
- f. **Public Works Supervisor** – Mr. Gross
  - i. Mr. Gross pointed out the roof is blowing off at the training center. Chief Flak said he would look into it.
  - ii. One of the light poles at Judge Ferrick's office was removed.
- g. **Zoning/Permits/License** – Mr. Jozefczyk
  - i. Mr. Wittenberg asked for clarification if the Code Enforcement Officer was communicating to the Zoning officer. Mr. Jozefczyk confirmed.
  - ii. Appeals Board update. Dr. Merritt requested Mr. Jozefczyk to contact members on involvement.
  - iii. Sweetland Engineering right of way inquiry would require advertising and ordinance. Dr. Merritt requested more information. Mr. Betza said they should propose all required documents. Zoning to be their contact.
  - iv. Mr. Wittenberg requested a zoning/permits/license hardcopy activity report be turned in like in the past.
- 11. **Professional Services:**
  - a. **Legal** – Mr. Betza, Esq.
    - i. Motion to approve Pennsylvania Sea Grant/Mr. Dave Skellie agreement for discussion made by Mr. Wittenberg. Seconded by Mr. Lombardozzi, no further discussion, unanimous voice vote, motion carries.
    - ii. Motion to retract original motion for Pennsylvania Sea Grant/Mr. Dave Skellie agreement made by Mr. Wittenberg.
    - iii. Motion to approve Mr. Dave Skellie's attendance to the 1-23-19 Council Meeting to discuss Pennsylvania Sea Grant Agreement made by Mr. Wittenberg. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.
      - (1) Ms. Bigwood to invite.
- 12. **Borough Boards, Committees and Commissions:**
  - a. **Planning Commission** – Mr. Wittenberg
    - i. Planning Commission meeting agenda included election of a chair but was postponed until next meeting.
    - ii. Junior Council Members were invited to attend Planning Commission meetings; next meeting is 2-4-19.
  - b. **Wesleyville Community Day** – Mrs. Lijewski – Nothing to report.
  - c. **Neighborhood Watch** – Mrs. Lijewski – Nothing to report.
  - d. **Safety Committee** – CPR & AED training transpired.
- 13. **Borough Council Department Chairs:**
  - a. **Streets, Sanitary/Storm Sewer Chair** – Vacant
    - i. Dr. Merritt appointed Mr. Wittenberg to the Streets, Sanitary/Storm Sewer Chair.
    - ii. Status of items from prior meetings:
      - (1) Camera truck update, tabled from last several meetings. Tabled to bring Mr. Wittenberg up to par.
      - (2) Municipal parking lot – Ordinance. Tabled to bring Mr. Wittenberg up to par.
  - b. **Parks & Recreation Chair** – Mrs. Julius – Nothing to report.
  - c. **Finance Chair** – Mrs. Lijewski – Nothing to report.

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- d. **Public Safety Chair** – Mr. Lombardozzi
- i. Asbestos safety resource email – tabled pending further information.
  - ii. Status of items from prior meetings:
    - (1) East Erie County Communications Center letter regarding alarm monitoring.
      - (a) Smoke detectors, discussion with Mrs. Roseberry about Connecto Electric. In process.
      - (b) Entry alarms at recycling center, discussion with Mrs. Roseberry about Connecto Electric. In process.
      - (c) Mrs. Julius requested panic button with switch to turn on/off in hall & office, discussion with Mrs. Roseberry about Connecto Electric. In process.
      - (d) Contact Jessica Horan-Kunco to see if grant money was available.
  - iii. Motion to approve Wesleyville Hose Company provide Fire & EMS calls on a three (3) month probationary period made by Mr. Lombardozzi. Seconded by Mr. Wittenberg, no further discussion, unanimous voice vote, motion carries. Passed out incident report.
- e. **Public Improvement Chair** – Mr. Pietsch, Absent.
- i. Junior Council Member Oath of Office.
    - (1) Annastet Ngo & Timothy Gallagher sworn in by Mayor Bills as Junior Council Members, obligatory attendance the first Council Meeting of the month.
    - (2) Junior Council Members were invited to attend Planning Commission meetings; next meeting is 2-4-19.
- f. **Refuse & Recycling Chair** – Mr. Bello
- i. Website refuse & recycling update. Mr. Bello said no changes were made. Mr. Wittenberg suggested Mr. Bello get with Ms. Bigwood to update the 2013 recycling document currently used on website. Ms. Bigwood to bring up-to-date that wording on website. If recycling goes out for bid, Ms. Bigwood to do, per Mrs. Roseberry.
  - ii. 902 Development and Implementation Grant attachments passed out.
    - (1) Ms. Bigwood to send three (3) copies of the Grant Agreement and signature pages according to the Offering Letter per Mrs. Roseberry.
  - iii. Status of items from prior meetings:
    - (1) Recycling roll-off truck pending arrival of new garbage truck. In process.
    - (2) Requested revenues on detailed report for garbage expenses in 2018 from Mrs. Roseberry.

**14. Borough Officers:**

- a. **Mayor** – Mr. Bills
- i. Welcome to Wesleyville signs. – Tabled.
  - ii. Expressed interest in reversing the 1-24-18 motion and keep the Crown Vic in service. To be discussed at budget meetings. – Tabled.
- b. **Council President** – Dr. Merritt
- i. Inquired to Mrs. Roseberry about the progression of the EIP (Early Intervention Program). Mrs. Roseberry trying to coordinate with Planning Commission, but there was no quorum at the last Planning Commission meeting. Mrs. Roseberry will attend next Planning Commission meeting on 2-4-19 to coordinate. If there is no quorum, she will proceed with the consultant request for proposal independently.
- c. **Council Vice-President** – Mr. Lombardozzi – Nothing to report.

15. **Executive Session:** To discuss legal and/or personnel matters 7:47pm

16. **Reconvene:** 8:17pm

**17. Good of the Order:**

- a. Work Session, Wednesday, January 23, 2019, 6:00pm, Borough Hall
- b. Council Session, Wednesday, February 13, 2019, 6:00pm, Borough Hall

**18. Meeting Adjournment:**

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

**Meeting Minutes Approved:** Melissa Bigwood  
**Borough Secretary**

**Date:** 1/24/19