

WESLEYVILLE BOROUGH COUNCIL BUDGET MEETING

BOROUGH HALL, 3421 BUFFALO ROAD, ERIE, PA 16510

March 13, 2019 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:** T. Roseberry, Borough Office Supervisor/Treasurer
 - a. Present: Dr. Merritt, President; Guy Lombardozi, Vice President; Councilors: Mrs. Julius, Mrs. Lijewski. Solicitor: Mr. Betza; Rick Gross, Public Works Supervisor; Walt Jozefczyk, Zoning/Permits; Tina Roseberry, Borough Officer Supervisor/Treasurer; Marlene Silbaugh, Tax Collector. Timothy Gallagher, Junior Council Member
 - b. Absent: Mr. Bills, Mayor; Councilors: Mr. Bello, Mr. Pietsch, Mr. Wittenberg; Melissa Bigwood, Borough Secretary; Fred Petrini, Streets/Sewer Tech; Annastet Ngo, Junior Council Member
5. **Code Enforcement Activity Report-** Officer J. Hawryliw – Reported activity, no questions or further discussion.
6. **Citizens to Address Council:** (5-minute time limit per signed-in citizen)
 - a. Chris Firment, Anthony Lewis, Dana Lewis – 3118 Station Road – Questioned if decision has been made regarding Park Drive. Dr. Merritt stated that it is on the agenda.
7. **Approve Agenda:** Motion to approve agenda made by Mrs. Lijewski, seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.
8. **Approve minutes:** Meeting minutes from 2/27/19 to be presented when completed by Ms. Bigwood.
9. **Old Business**
 - a. Mr. Ropelewski/BIU - 3303 Fremont – Mr. Ropelewski is not in attendance, Mr. Cardy from BIU is present. Decision is to give Mr. Ropelewski 90 days to comply or follow option form from BIU. Will not be approved for a Residential Rental License until situation is resolved.
 - b. Park Drive Vacate Ordinance – Open public hearing – Mr. Lombardozi questioned if there was any conflict with the PA Sea Grant, Mr. Betza stated that there is not. No other testimony – Close public hearing. Motion to approve to vacate the section of Park Drive as per ordinance advertised on 3/8/19, made by Mr. Lombardozi, seconded by Mrs. Lijewski. Roll call vote:

Mr. Lombardozi	Aye	Mrs. Lijewski	Aye	Dr. Merritt	Aye
Mrs. Julius	Nay				

Ayes carry the motion. Motion is approved.
 - c. 2900 North Street – WAM parcel – Motion made to instruct Mr. Betza to draft an ordinance to rezone the parcel for the WAM Museum, seconded by Mrs. Julius. Discussion followed. Motion withdrawn from Mr. Lombardozi. WAM will look into obtaining a variance.
 - d. Borough buildings used for personal use of employees/officials – Will be discussed by the Personnel Committee.
 - e. Barbara Nye credit garage-sewer: Reviewed Ordinances regarding the vacancy of property for Sewer and Garbage. Ms. Nye notified the Borough Council February 2018 that she has a rental at this address and is living in the other unit. Wanted to have a credit for the rental for all of sewer and garbage services. As per ordinance, after the landlord notifies Council there is a 6-month waiting period that all charges will continue to be billed. Motion made by Mrs. Lijewski, seconded by Mr. Lombardozi to credit Garbage and Sewer charges as follows: GARBAGE: From September 1, 2018 to current credit for 2 quarter of garbage services = \$112.00. Continue to bill each additional quarter and Ms. Nye will have to contact the Borough office and will have to have the zoning officer go to residence to verify no one is living at the residence. SEWER: From September 1, 2018 to current credit for 2 quarters of sewer service at 11% of the total sewer charges = 21.02. Continue to bill each additional quarter and Ms. Nye will have to contact the Borough office and will have to have the zoning officer go to residence to verify no one is living at the residence. The only other option for the sewer charge is to have the water shut off to stop

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billing, however with Ms. Nye living there (verified that there is water consumption being used with Erie Water Works) turning off the water is not an option. No further discussion, unanimous voice vote, motion carries. Letter will be sent to Ms. Nye explaining the situation.

f. Vector update: Mrs. Roseberry reported that the work has started today (3/13/19).

10. **New Business:** No new business to discuss

11. **Borough Administration/Management:**

a. **Borough Office Supervisor/Treasurer** – T. Roseberry

Motion of approve February 2019 Check Detail made by Mrs. Julius, seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.

Presented Treasurer Report & Jefferson Society Handout (informational only)

b. **Secretary** – M. Bigwood - absent

c. **Police Department** – Activity Report

d. **Street Department** – R. Gross – Reminded Council of previous approval for Walker's Tree removal in Morrison Park for \$1,900. Discussed, in Mr. Wittenberg's absence, the status of the Borough sewer truck, reviewed information from Mr. Wittenberg. Discussion tabled until Mr. Wittenberg's attendance at the next meeting.

e. **Streets/Sewer Tech** – F. Petrini - absence

f. **Zoning/Permits/Licenses:** W. Jozefczyk: Activity Report presented to Council. Also stated that he compiled an Appeals Board to move forward with anyone that want to file a variance.

i. Motion made by Mrs. Lijewski, seconded by Mr. Lombardozzi to forgive a Demolition permit for 1818 Castle Drive, no further discussion, motion carries.

ii. Residential rental inspection (Clarify/Compliance) – discussed that the previous Zoning Officer had allowed conditional approval for a number of Residential Rentals from 2013. Much discussion followed by audience. Council determined that the non-compliant residential rentals should be sent a letter before the April 1st inspection cycle and that the non-compliant issues.

g. Wesleyville Hose Company: Activity Report – Discussed dropped calls and status of improvement. Wanted to know if the alarm system was heat & smoke detector and is the Hose Company going to be dispatched to respond to those alarms and he would need to have the passcode for the activation pad.

12. **Professional Services:**

a. Engineering - M. Corey, P.E. – Presented Bid Packet for 2019 Streets project/ADA curb ramp

b. Legal - E. Betza, Esq. – Received Bid packets from Mr. Corey and is reviewing and will let Mrs. Roseberry when completed and a legal ad will be placed.

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

a. Planning Commission – W. Wittenberg - absent

b. Wesleyville Community Day- P. Lijewski – Looking for donations and volunteers.

c. Neighborhood Watch- P. Lijewski – Getting more volunteers.

d. Safety Committee- Meeting minutes were not provided, will be provided at the next meeting. East Door work order placed with ABC Glass.

e. Personnel Committee – Motion made by Mr. Lombardozzi, seconded by Mrs. Julius to approve the amended sections of the Employee Handbook, discussion followed the changes made, no further discussion, unanimous voice vote, motion carries. Working on the policy and procedure for use of Borough buildings for personal vehicle use.

14. **Borough Council Department Chairs:**

a. Refuse & Recycling Chair – T. Bello - absent

b. Parks & Recreation Chair – R. Julius – nothing to report

c. Public Improvement Chair – C. Pietsch - absent

d. Finance Chair – P. Lijewski –

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- i. Business cards – reported that the information on the business card should have shown the individual Council Members contact phone number.
 - ii. Mailroom/Office door – The office outside mailroom and the door leading to into the office both have the door hinges on the outside of the door.
 - iii. Motion made by Mr. Lombardozi, seconded by Mrs. Lijewski to approve the purchase of 2 set of 6 mailboxes by Florence mailboxes to be placed in the Borough Hallway, no further discussion, unanimous voice vote, motion carries.
 - iv. Motion made by Mr. Lombardozi, seconded by Mrs. Lijewski to approve the purchase of an outside door up to \$175.00 to replace the metal door on the Market Street, no further discussion, unanimous voice vote, motion carries.
 - e. Public Safety Chair – G. Lombardozi – Presented information regarding the EMA radio. Requested that the EMA radio be placed inside the Borough Office. Motion made by Mrs. Lijewski, seconded by Mr. Lombardozi to install/pay Mobilcom in the amount of \$939.00 (which is in the EMA budget). No further discussion, unanimous voice vote, motion carries.
 - f. Streets/Sanitary/Storm Sewer Chair – Mr. Wittenberg- Snow plow hand out
15. **Executive Session:** to discuss legal and/or personnel matters. 7:45pm
16. **Reconvene:** 8:15pm
17. **Borough Officers:**
- a. Mayor – P. Bills
 - b. Council Vice-President – G. Lombardozi
 - c. Council President – J. Merritt
18. **Good of the Order:**
- a. Work Session Meeting: Wed., 3/27/2019 @ 6:00pm, Borough Hall.
 - b. Next Regular Meeting: Wed., 4/10/2019@ 6:00pm, Borough Hall.
19. **Meeting Adjournment:** Motion by Mrs. Julius seconded by Mr. Lombardozi to adjourn, no further discussion, unanimous voice vote, motion carries.

Tina Roseberry

Tina Roseberry, Borough Office Supervisor/Treasurer
Acting Secretary

3/27/19
DATE