

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

September 25, 2019 at 6:00pm

***** APPROVED MINUTES *****

1. **Call To Order:** Mr. Lombardozzi, Vice-President (6:03pm)
2. **Invocation:** Mr. Lombardozzi, Vice-President
3. **Pledge of Allegiance:** Mr. Lombardozzi, Vice-President
4. **Roll Call:** Ms. Bigwood, Borough Secretary
1. **Roll Call:** Ms. Bigwood, Borough Secretary
- Present:** Mr. Bills, Mayor; Dr. Merritt, President (6:25pm); Mr. Lombardozzi, Vice-President; Councilors: Mrs. Julius, Mrs. Lijewski, Mr. Wittenberg; Ms. Bigwood, Borough Secretary
- Optional:** Mr. Petrini, Sewer/Street Tech
- Absent:** Councilors: Mr. Bello, Mr. Pietsch; Mr. Gross, Public Works Supervisor
- Required attendance only 1st meeting of the month:** Mr. Betza, Esq., Solicitor; Mrs. Roseberry, Treasurer/Borough Office Supervisor Zoning/Permits/License; Junior Council Members: Annastet Ngo, Tim Gallagher
- Optional:** Mrs. Silbaugh, Tax Collector; Mr. Corey, Engineer; Chief Schulz, WPD
5. **Citizens to Address Council:** (5-minute time limit per signed-in citizen)
 - a. Fred Petrini, 2415 Station Road, 814-898-1019
 - i. Asked for clarification on the Garbage Fund Revenue being \$361,776 & Budget Report Revenue was \$252,559, while the other funds matched identically. He wanted to bring this dissimilarity of over \$106,011.88 to Council's attention.
 - b. Brian Shank, 412 Cambridge, 814-873-3612
 - i. Running for County Council and wanted to introduce himself.
 - c. Mathew Kinnison, Wesleyville Fire Department, 814-449-5702
 - i. Stated the WFD would like to start having fundraiser pancake breakfasts and requested Borough assistance getting the Borough Hall kitchen up to code in order to get a Pennsylvania Department of Health license.
 - (1) Mrs. Julius & Mr. Bills suggested while that is in process on they could use a local church. Mr. Kinnison replied WFD would prefer the Borough Hall for proximity.
 - ii. Informed us that Christmas tree sales are beginning the week after Black Friday.
 - iii. Specified WFD would drive Santa around the Borough, but asked the Borough provide the Santa.
 - (1) Mr. Bills suggested whomever plays Santa must get their clearances. Council in agreement.
6. **Approve Agenda:** Motion to approve 9-25-19 draft agenda as presented, made by Mr. Wittenberg. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.
7. **Approve Minutes:** Motion to approve 9-11-19 draft minutes as presented, made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
8. Nick Bruno, Bayfront Glass — Absent
9. **Old Business:**
 - a. Motion to approve checklist as Borough standard operating procedure to follow when anybody recommends an Ordinance amendment made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
 - b. Motion to approve 'General Parking Regulations, Chapter 15, Motor Vehicles & Traffic, Section 15-305, Vehicles Prohibited on Certain Municipal Parking Lots during Certain Hours' be corrected to reflect the deletion of the second (2nd) sentence that begins with 'All vehicles are prohibited' and the second (2nd) and third (3rd) sentences including the fourth (4th) sentence beginning 'Thereafter, Wesleyville Borough Council' and ending with 'December 31st of the following year' in entirety made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.

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

September 25, 2019 at 6:00pm

***** APPROVED MINUTES *****

Old Business cont.

- i. Dr. Merritt asked about the ongoing issue with vehicles being left in the parking lot for lengths of time.
 - (1) Mr. Wittenberg said that would be a separate issue and would need a separate Ordinance amendment.
- c. Motion to approve new (Wesleyville Area Museum-WAM) lease be drafted with the background section changed as per Mr. Betza's writing—just that the first (1st) section, where it says 'Background' and the old exhibit A be replaced with picture attachment A, and exhibit B, the indenture, remain the same. And with the understanding that the Wesleyville Area Museum (WAM) will pay for the July, August and September to date legal charges, which total \$120.00.

10. New Business:

- a. Motion to approve any future changes to Wesleyville Area Museum (WAM) existing lease (approved 9-25-19), WAM will pay any legal fees by our Solicitor made by Mr. Lombardozi. Seconded by Mr. Wittenberg, further discussion, not unanimous voice vote, roll call vote:

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

Aye's have it (a majority of 4/5), motion carries.
- b. Motion to approve recommendation of September 9th Comprehensive Plan process letter made by Mr. Wittenberg. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.
- c. Motion to approve Resolution 2019-013 relative to the Exoneration of Borough Property Taxes for 3224 Ventoura Drive & 2706 Pearl Avenue as requested by the County of Erie made by Mr. Lombardozi. Seconded by Mrs. Julius, further discussion, unanimous voice vote, motion carries.

11. Borough Administration/Management:

- a. Treasurer/Borough office supervisor – Mrs. Roseberry
 - i. Treasurers Report:
 - (1) Motion to approve August Check detail, presented 9-11-19 made by Mr. Wittenberg. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.
 - (2) Present unreconciled reports and Bank Balance print out.
 - ii. Motion to approve Change Order No. 1 for the 2019 Streets Resurfacing Project in the amount of \$5856.48 made by Mrs. Lijewski. Seconded by Mr. Wittenberg, further discussion, unanimous voice vote, motion carries.
 - iii. Motion to approve Lulu's Graphics apply lettering on bucket truck made by Mr. Wittenberg. Seconded by Mrs. Lijewski, further discussion, unanimous voice vote, motion carries.
 - iv. Pass out Fire Safety Requirement from Mr. Wilt of BIU for review of non-compliant residential rental variance requests.
 - (1) Mr. Wittenberg questioned what obligates Wesleyville Borough to have BIU do the rental inspections as opposed to having an independent inspector employed by the Borough.
 - (a) He recommended Council consider finding out directly from (Department of) licensing, building, whomever at the State—who can inspect these properties to be looked into by Mr. Betza for recommendation or clarification.
- b. Borough Secretary – Ms. Bigwood
 - i. Codification-supplementation process confirmation.
 - (1) Procedurally General Code places new legislation in the 'New Laws' tab on their eCode360 link, once a year presents a Supplement Estimate for our next Code update (when the New Laws integrate into current Code), then an invoice will follow completion of the supplement. If Wesleyville Borough wanted to change it to twice (2) a year, there would be no charge.
 - (a) Council agreement once (1) a year will suffice. No motion needed.

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

September 25, 2019 at 6:00pm

***** APPROVED MINUTES *****

Borough Administration/Management cont.

- ii. Motion to approve final proof of employee ID Badges from Lulu's Graphics made by Mrs. Julius. Seconded by Mr. Wittenberg, further discussion, unanimous voice vote, motion carries.
(1) Ms. Bigwood to order.
- iii. Ms. Bigwood requested all Councilors bring some of their business cards to keep in the Borough office for occasional resident requests.
- c. Zoning/Permits/Licenses – Absent.

12. Borough Boards, Committees and Commissions:

a. Personnel Committee—Mrs. Julius

- i. Motion to approve new Position Profile/Job Description for Sewer Technician/Zoning Permits, Licenses made by Mrs. Julius. Seconded by Mrs. Lijewski, further discussion, not unanimous voice vote, roll call vote:

Mrs. Julius	Aye	Mrs. Lijewski	Aye
Dr. Merritt	Aye	Mr. Lombardozzi	Abstain
Mr. Bello	Absent	↑ will submit reason why in writing upon Mr. Betza's recommendation	
Mr. Pietsch	Absent	Mr. Wittenberg	Nay

Aye's have it (a majority of 3/5), motion carries.

- (1) Mr. Wittenberg requested for the second time a Task Guideline. Mrs. Julius stated Mrs. Roseberry had that guideline. Mr. Wittenberg asked Ms. Bigwood to remind Mrs. Roseberry.

13. Borough Council Department Chairs:

a. Mrs. Lijewski, Finance Department Chair

- i. Questioned Ms. Bigwood if letters went out to local realtors to make them aware of Wesleyville Borough's required sewer lateral inspection.

(1) Mr. Lombardozzi said to check with Mr. Betza first on the legalities of presenting Ordinances to the public.

(a) Dr. Merritt instructed Ms. Bigwood to ask Mr. Betza before sending the letter out.

- ii. Reminded Council to turn in their budgetary want/wish list.

b. Mr. Wittenberg—Streets, Sanitary/Storm Sewer Department Chair

- i. Presented additional vaping information.
- ii. Asked when Budget Meetings will begin.

(1) Requested Ms. Bigwood to email him Budget meetings dates.

c. Mrs. Julius—Parks & Recreation Department Chair

- i. Waiting on DCNR grant for Memorial Park.

14. Executive Session: To discuss legal and/or personnel matters. None.

15. Borough Officers:

a. Mr. Bills—Mayor

- i. Requested Ms. Bigwood inform concerned residents of the Motor Vehicle Ordinance change that allows 24 hour parking.

b. Mr. Lombardozzi—Vice President

- i. Brought an example of the new multi-channel radio.

16. Good of the Order:

a. Next Regular Meeting: Wednesday, October 9, 2019@ 6:00pm, Borough Hall.

b. Work Session Meeting: Wednesday, October 23, 2019 @ 6:00pm, Borough Hall.

17. Meeting Adjournment: Motion adjourn made by Mrs. Lijewski. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.

Meeting Minutes Approved: Melissa Bigwood
Borough Secretary

Date: 10/10/19