

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

February 13, 2019 at 6:00pm
*****APPROVED*** 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: Mrs. Julius, Mrs. Lijewski, Mr. Wittenberg;
Mr. Gross, Public Works Supervisor (left at 8:45pm);
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 (left at 8:45pm)
Optional: Mrs. Silbaugh, Tax Collector; Mr. Petrini, Sewer/Street Tech, (left at 8:45pm);
Junior Councilors: Ms. Ngo, Mr. Gallagher (left at 8:00pm)
Absent Councilors: Mr. Bello, Mr. Pietsch
Optional: Mr. Corey, Engineer; Chief Schulz, WPD
5. **Citizens to Address Council:** (5-minute time limit per signed-in citizen)
 - a. Garrett Goss, Sweetland Engineering
 - i. Right of way vacancy for cell tower. Tabled
 - b. John Ropelewski, 3313 Freemont Street
 - i. Questioned BIU's inspection. Tabled.
 - c. Chris Firment, 3118 Station Road
 - i. Property owner granting permission and formally asking to vacate property for cell tower.
 - d. Anthony/Dana Lewis, 3118 Station Road
 - i. Property owner granting permission to vacate property for cell tower.
6. **Approve Agenda:**
 - a. Motion to approve 2-13-19 agenda, emailed 2-8-19 made by Mr. Wittenberg upon the condition of moving executive session. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.
7. **Approve Meeting Minutes:**
 - a. Motion to approve 1-23-19 Council Meeting minutes as presented, emailed 2-8-19 made by Mr. Wittenberg. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries.
8. **Special Administrative Business:**
 - a. Wesleyville Police Department-Officer Hawryliw, Code Enforcement verbal report.
9. **Special Business:**
 - a. Michael Kneidinger and Dan Petruso from Northwest Insurance, Mrs. Roseberry.
 - a. Employee use of company property for personal use. Written guidelines/Administrative set of rules needed.
 - b. Early Intervention Program (EIP) proposals presented to Mrs. Roseberry, only 'tweaks' are needed. Once consultants reply, we apply for Early Intervention grant.
 - c. Motion to approve EACOG (Erie Area Council of Governments) letter of intent for DCED Emergency Management early discussion meeting made by Mrs. Julius. Seconded by Mr. Wittenberg, further discussion, unanimous voice vote, motion carries.
 - d. Dr. Merritt had Jessica Horan-Kunco present information regarding ECGRA Mission Mainstream dollar for dollar Grant (streetscape or street improvement opportunity studies).
 - e. Erie County Future Land Use Map presented to Council. Tabled until next meeting.
 - f. Mark Corey Sanitary Sewer System letter-informational purposes only.
 - g. The FUTURE of Recycling for Wesleyville Borough questions brought up by Mr. Wittenberg. Ms. Bigwood presented current Waste Management Recycling Guidelines. Mr. Lombardozzi suggested the need to amend our current recycling ordinance. ProWaste has been contacted for a request for proposal parallel to current Waste Management contract.
 - h. Dr. Merritt appointed Mrs. Lijewski as the Erie County Association of Boroughs voting member.
 - i. Status of items from prior meetings:
 - (1) Mr. Lombardozzi questioned 8-22-18 motion to approve Mr. Betza to review entertainment for ordinance to rezone 2900 North Street from R3 to B1 tabled pending further clarification.
 - j. Motion to approve contractual time request for Officer Buzanowski made by Mr. Wittenberg. Seconded by Mrs. Lijewski, further discussion, unanimous voice vote, motion carries.
10. **Borough Administration/Management:**

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- a. **Treasurer** – Mrs. Roseberry
 - i. Motion to approve January check detail made by Mr. Wittenberg. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.
 - b. **Secretary** – Ms. Bigwood
 - i. Status of items from prior meetings:
 - (1) Badge photo update. Mr. Bello, Mrs. Julius & Mrs. Lijewski photos needed.
 - (2) Website pages in need of updating passed out, tabled.
 - (3) State Ethics Commission/Statement of Financial Interests passed out. Mr. Bello needs to return his. Please hand back in by March 1, 2019.
 - (4) Employee lanyard order in, hold on to until badges complete.
 - (5) Facebook update, in process.
 - (6) Business card order in process.
 - c. **Police Department** – Activity Report
 - d. **Fire Department** – Activity Report
 - i. Chief Flak, nothing to report.
 - ii. Mr. Lombardozzi congratulated Chief Flak on tremendously improving calls ratio from last year.
 - e. **Emergency Management** – Mr. Lombardozzi
 - i. Outsourcing strategy for extreme weather update. Move to different spot on agenda.
 - f. **Public Works Supervisor** – Mr. Gross
 - i. New garbage truck arriving this week.
 - ii. High winds blew the skylight off the Pole barn roof. Public Works will repair in better weather.
 - g. **Zoning/Permits/License** – Mr. Jozefczyk
 - i. Verbal activity report given.
 - ii. Mr. Jozefczyk requested Mr. Betza send a registered letter of intent to Department of Labor & Industry.
11. **Professional Services**
- a. **Legal** – Mr. Betza, Esq., Borough Solicitor-Nothing to report.
12. **Borough Boards, Committees and Commissions:**
- a. **Planning Commission** – Mr. Wittenberg
 - i. Will postpone the election of officers until more members can attend.
 - ii. Will be reviewing the last Comprehensive Plan from 2014 and advise Council on update recommendations.
 - b. **Wesleyville Community Day** – Mrs. Lijewski
 - i. Requested Ms. Bigwood put next meeting on external LED board.
 - ii. Motion to approve microbrewery as a WCD vendor made by Mr. Wittenberg. Seconded by Mrs. Lijewski, further discussion, not unanimous voice vote, roll call vote.
Mr. Wittenberg, aye Mrs. Lijewski, aye
Dr. Merritt, aye Mr. Lombardozzi, aye
Mr. Bello, absent Mrs. Julius, nay
Mr. Pietsch, absent
The aye's have it. Motion carries.
 - c. **Neighborhood Watch** – Mrs. Lijewski, nothing to report.
 - d. **Safety Committee** – Chief Schulz, Chair
 - i. Meeting minutes.
 - ii. Mrs. Lijewski questioned Safety Committee's report regarding East side Council chambers door not closing properly. Mr. Gross currently working on this.
 - e. **Erie Area MPO** – Mr. Wittenberg
 - i. Attachments passed out for information.
 - ii. MPO is moving to an annual application submission to get monies to add to roadwork.
 - iii. Presidential appointment of Mr. Lombardozzi as alternate for technical & coordinating committee.
13. **Borough Council Department Chairs:**
- a. **Streets, Sanitary/Storm Sewer Chair** – Mr. Wittenberg
 - i. 'Sewers' – Mr. Petrini, nothing to report.
 - ii. Having a meeting to discuss this and next year's roadways plans.
 - iii. Questioned the Gmail administrator having access to emails. Tina assured she only has access to reset the username and/or password.

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- iv. Status of items from prior meetings:
 - (1) Presidential appointment of WesBoro Rep to the ESA (Erie Sewer Authority).
 - (a) Mr. Wittenberg reneged on that statement. Mr. Petrini has been doing it.
 - (2) Camera truck update, tabled from last several meetings. Mrs. Roseberry will update Mr. Wittenberg.
 - (3) Municipal parking lot – Ordinance. Tabled.
 - b. **Parks & Recreation Chair** – Mrs. Julius
 - i. Looking into cost data on Hinkler Park rental fees to see if a 2020 Fee Schedule adjustment needs to be made.
 - ii. Looking into playground equipment grants for Memorial Park.
 - iii. Resident questioned if updates will be made to Morrison Park. Mrs. Julius said it was on the list.
 - iv. Updated Employee Handbooks passed out to Councilors to be voted on at 2-27-19 Council Meeting.
 - v. Status of items from prior meetings:
 - (1) New Christmas lights-Mrs. Roseberry will reach out to Jessica to see if new Christmas lights can be covered under ECGRA Mission Mainstream grant.
 - c. **Finance Chair** – Mrs. Lijewski
 - i. No financial reports have been turned in as Mrs. Roseberry’s QuickBooks computer program became infected with a virus due to expired antivirus. The personnel data was not compromised and she’s been working diligently to get it re-entered.
 - ii. Requested the excess old dishes in the kitchen that are not used get donated to an outside organization. Council approved, no motion needed.
 - d. **Public Safety Chair** – Mr. Lombardozzi
 - i. 911 Dispatch going well.
 - ii. Status of items from prior meetings:
 - (1) Generator update. In process.
 - (2) East Erie County Communications Center letter regarding alarm monitoring-update.
 - (a) Smoke detector-update. Will have information to present at the next meeting, including security camera system.
 - (b) Entry alarms at recycling center-update. In process.
 - (c) Mrs. Julius requested panic button with switch to turn on/off in hall & office-update. In process.
 - (d) Contact Jessica Horan-Kunco to see if grant money was available-update. In process.
 - (3) Asbestos safety resource email. Mr. Lombardozzi declined moving forward with participation.
 - e. **Public Improvement Chair** – Mr. Pietsch, absent.
 - f. **Refuse & Recycling Chair** – Mr. Bello, absent.
14. **Borough Officers:**
- a. **Mayor** – Mr. Bills
 - i. Motion to approve Lulu’s Graphic’s to make new ‘Welcome to Wesleyville’ signs made by Mr. Wittenberg. Seconded by Mrs. Julius, no further discussion, unanimous voice vote, motion carries. Bates to receive old signs back. Wesleyville Public Works to maintain.
 - ii. Motion to approve reversing the 1-24-18 motion and keep the Crown Vic in service made by Mr. Lombardozzi. Seconded by Mr. Wittenberg, no further discussion, unanimous voice vote, motion carries.
 - b. **Council President** – Dr. Merritt
 - i. Requested a Resolution be sent to EACOG about delegates. Mrs. Julius will be the delegate and Mr. Gross attending next meeting.
 - c. **Council Vice-President** – Mr. Lombardozzi, nothing to report.
15. **Executive Session:** To discuss legal and/or personnel matters, 8:34pm
16. **Reconvene:** 8:59pm
17. **Good of the Order:**
- a. Work Session, Wednesday, February 27, 2019, 6:00pm, Borough Hall
 - b. Council Session, Wednesday, March 13, 2019, 6:00pm, Borough Hall
18. **Meeting Adjournment:**
- a. Motion to adjourn made by Mrs. Julius. Seconded by Mrs. Lijewski, no further discussion, unanimous voice vote, motion carries.

Meeting Minutes Approved: Melissa Bigwood
Borough Secretary

Date: 4/25/19